User Guide

Asset Accounting Process

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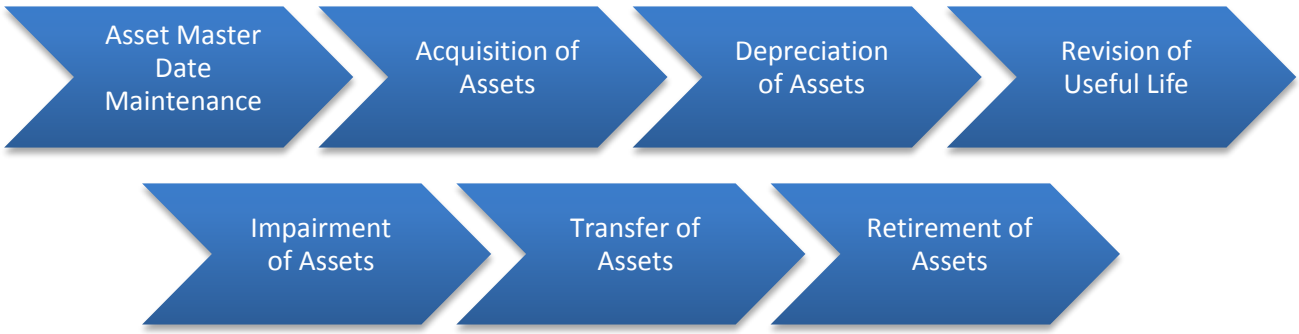
Module 1: Asset Accounting Process Overview

This User Guide can be used as a reference when performing Asset Accounting processes using the Umoja Asset Accounting process.

End-to-End High Level Process

Umoja Asset Accounting deals with the accounting of fixed assets, which is a subset of non-current assets.

Umoja Asset Accounting encompasses the entire lifetime of a fixed asset. The end-to-end Asset Accounting process is as follows:



Enterprise Roles & Responsibilities

The following roles are involved in the Umoja Asset Accounting process:

Enterprise Roles	System Activities	Non System Activities
Financial Accounting Asset Accounting User	• Creates, updates and maintains the fixed Asset Master Data, posts manual acquisitions and/or verifies certain acquisition transactions	
Financial Accounting Asset Accounting Senior User	• Is responsible for asset retirements, transfers and impairments • Performs settlement to assets under construction and final assets	
Financial Accounting Closing User	• Is responsible for the Year-End Closing process to close the financial year at the Company Code level • Runs the fixed asset depreciation and financial accounting revaluation (IPSAS requirement) • Is responsible for the reclassification of receivables and payables and balances the carry-forward processes on an annual basis • Manages the Special Period documents • Runs the revaluation of Purchase Orders (POs) and earmarked funds, as well as other closing processes in Funds Management	

Asset Master Data Overview

Asset Master Data: T-Codes

The T-codes to create, change and display an asset master record are:

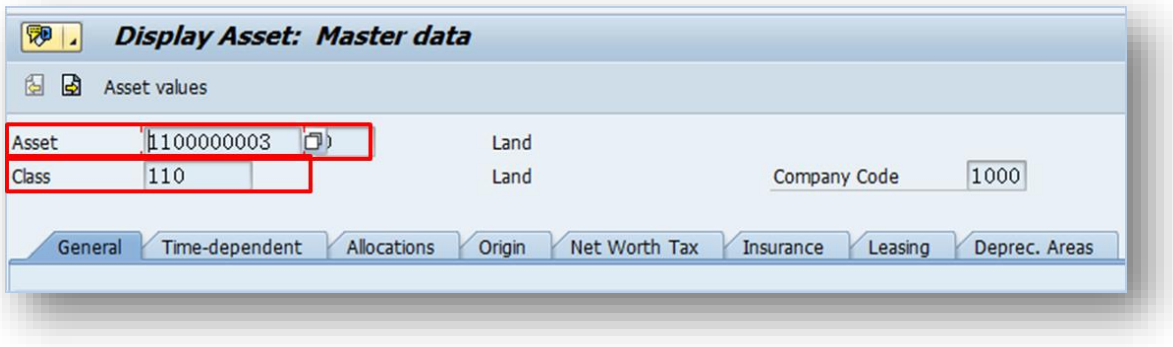
T-Code	Description
AS01	Create Asset Master Record
AS02	Change Asset Master Record
AS03	Display Asset Master Record

Asset Master Data: Fields

The following fields appear at the top of the Asset Master Data screen:

Asset Number and Sub Number: A unique number that identifies the asset in the Fixed Assets sub-ledger. Sub assets are created for the component parts that could have independent useful lives and depreciation parameters

Class: Identifies the asset class that the asset belongs to



Asset Master Data: Tabs

The asset Master Data is organized into the following tabs:

General: This tab includes the description and other basic information for the asset

Time-Dependent: This tab includes data that can change over time, such as assigned Cost Centre. This tab stores both current and historical values, while the other tabs only store the current value

Allocations: This tab includes fields for report sorting, investment and integration with Plant Maintenance (to be implemented in later parts of Umoja Foundation)

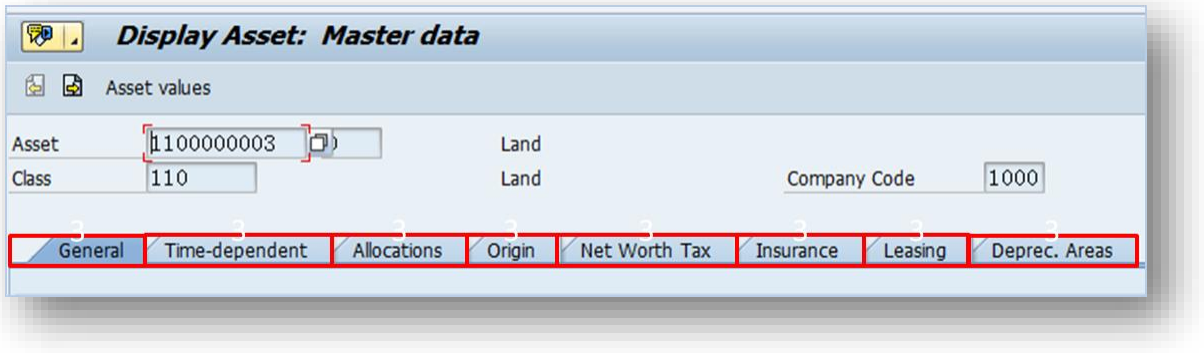
Origin: This tab includes information regarding the origin of the asset

Net Worth Tax: This tab includes the net worth and real estate information

Insurance: This tab includes information on insurance for the asset, if applicable

Leasing: This tab includes the lease information, if applicable

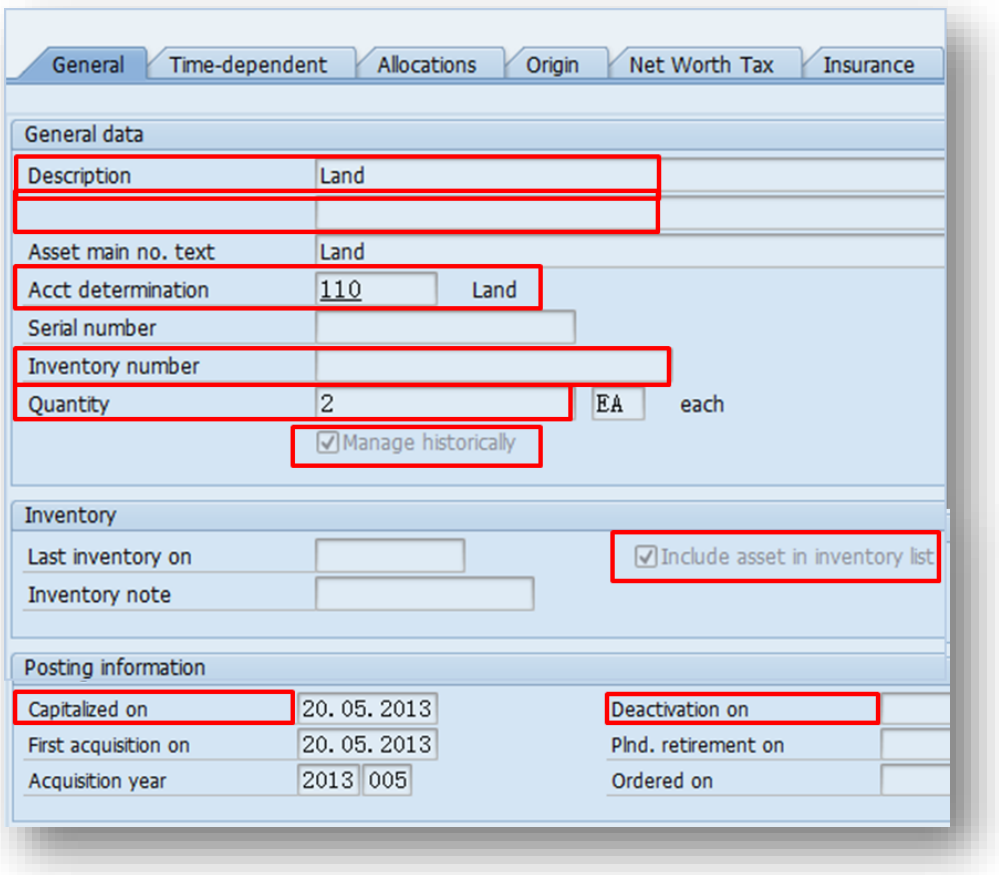
Deprec. Area: This tab includes information on the valuation of a fixed asset for a particular purpose



Asset Master Data: General

The **General** tab (tab A) contains the following Master Data fields:

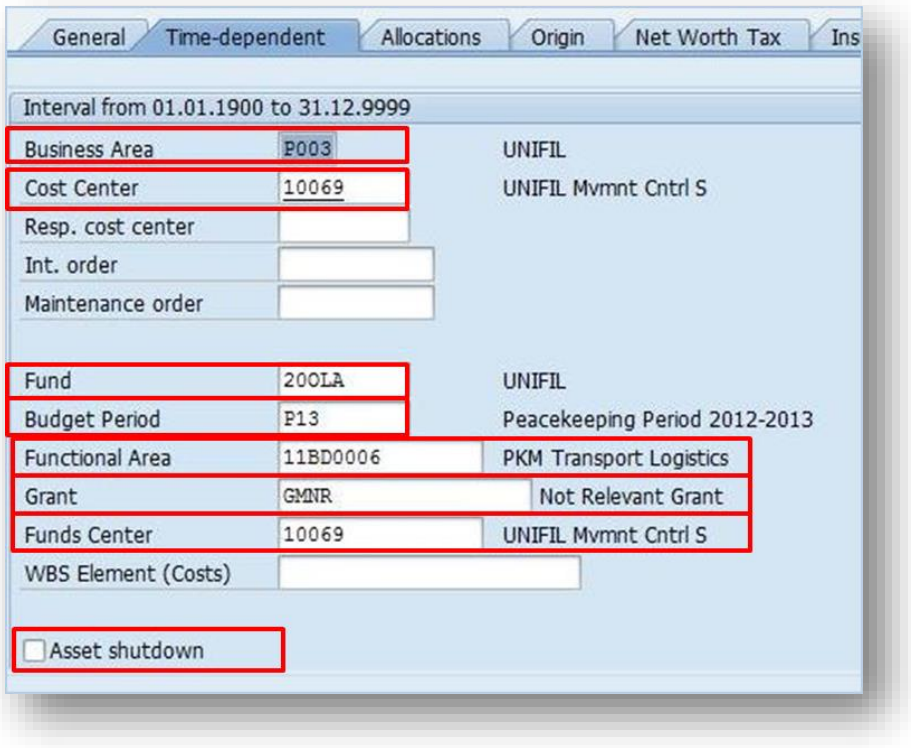
- **Description**: A text that describes the asset
- **Additional Description**: This field is being populated for real estate assets with the site where the asset is located
- **Acct Determination**: It is defined at the asset class level. It determines the reconciliation accounts in the G/L, as well as their offsetting accounts, that are to be posted to when certain business transactions are carried out for the asset
- **Inventory number**: It contains the unique identifier of the asset in the legacy system
- **Quantity and Unit of Measurement (UOM)**: For UN, all assets have quantity "1" and units "each" as assets are individually maintained and not grouped
- **Historical Indicator**: This is used to ensure the inclusion of an asset in the history report for assets
- **Inventory Indicator**: This is used to ensure the inclusion of an asset in the inventory listing
- **Capitalized on**: This is defaulted to the day of the first acquisition posting to the asset. This is the starting date for calculating the depreciation
- **Deactivation on**: This date is automatically populated when an asset is retired



Asset Master Data: Time-Dependent

The **Time-Dependent** tab (tab B) contains the following Master Data fields:

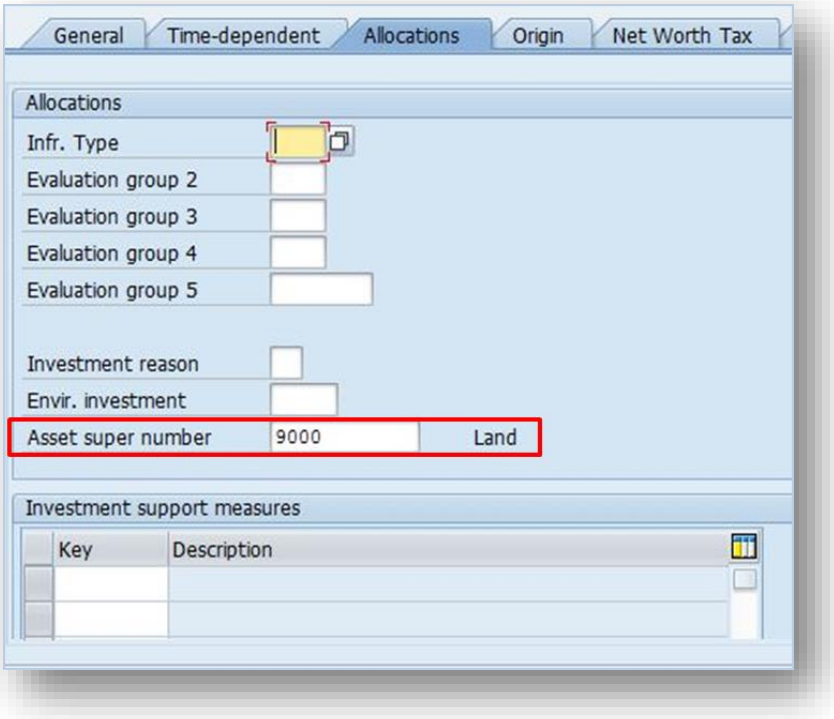
- **Business Area**: Business Area in which the asset is reported on the balance sheet
- **Cost Centre**: Area responsible for the asset's depreciation cost
- **Fund**: Fund in which the asset is reported on the balance sheet
- **Budget Period**: Budget period in which the asset was acquired
- **Functional Area**: Used to classify revenues and expenditures of an organization by function. It is used to derive the Segment under which the asset is going to be reported on the balance sheet
- **Grant**: Grant in which the asset is reported on the balance sheet
- **Funds Centre**: The organizational level at which the budgets are stored. It indicates the budget source for the acquisition of the asset
- **Asset Shutdown**: Used to stop the depreciation of an asset



Asset Master Data: Allocations

The **Allocations** tab (tab C) contains the following Master Data fields:

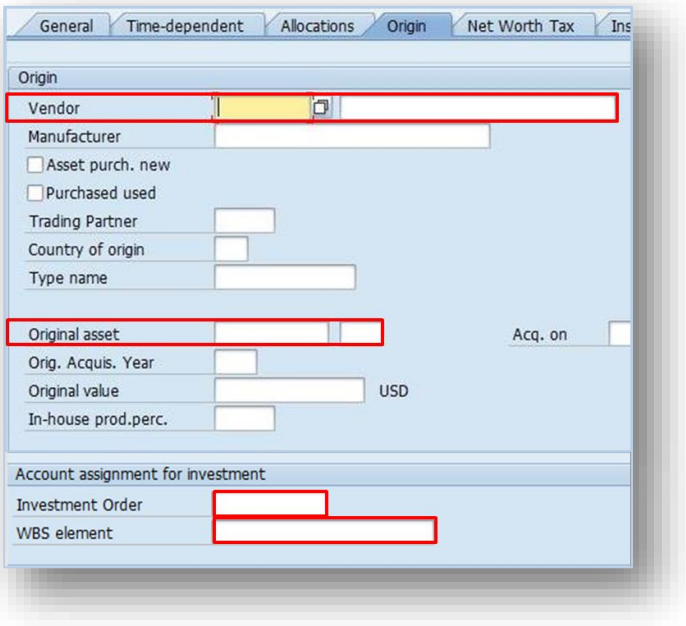
- **Asset Super Number**: Identifies the IPSAS class that the asset belongs to. It is defaulted from the Umoja asset class



Asset Master Data: Origin

The **Origin** tab (tab D) contains the following Master Data fields:

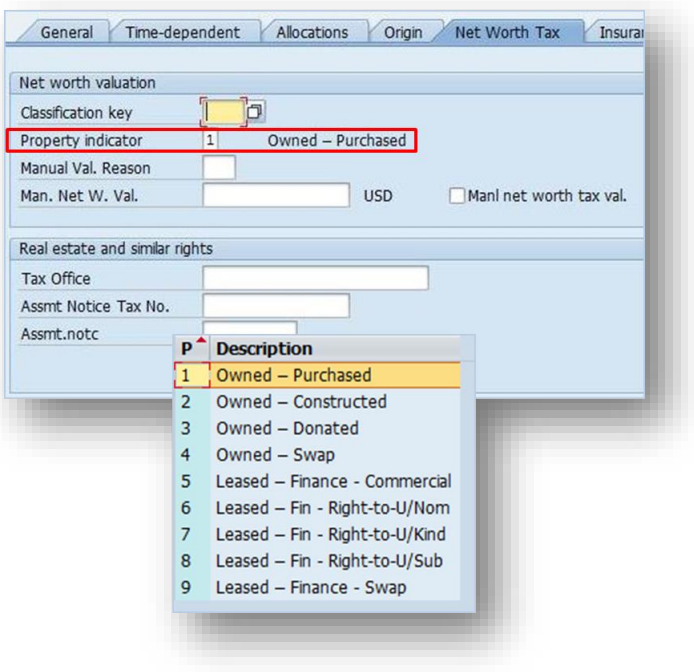
- **Vendor**: Identifies the name of the vendor from whom the asset was acquired
- **Original Asset**: Identifies the asset number prior to the asset transfer, if the asset was acquired through a transfer



Asset Master Data: Net Worth Tax

The **Net Worth Tax** tab (tab E) contains the following Master Data field:

- **Property Indicator**: Used to indicate the ownership situation of the asset, for example, purchased, constructed, donated, finance lease, controlled

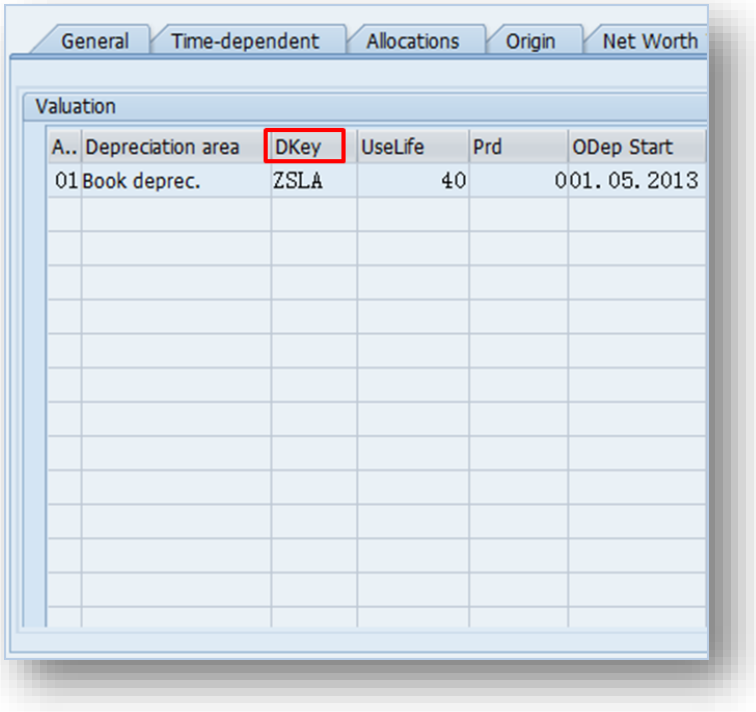


Asset Master Data: Depreciation Areas

The **Depreciation Areas** tab (tab H) contains the following Master Data fields:

- **Depreciation Key**: Default depreciation parameter given to the asset based on the pre-configured depreciation settings for each asset class. The depreciation key contains various depreciation parameters such as depreciation method, period controls (when to start/stop the depreciation) and acceleration parameters. Enter **ZSLA** for straight-line depreciation

Note: For assets that are not depreciated, this field is automatically populated with **Z000**. No other fields need to be entered.

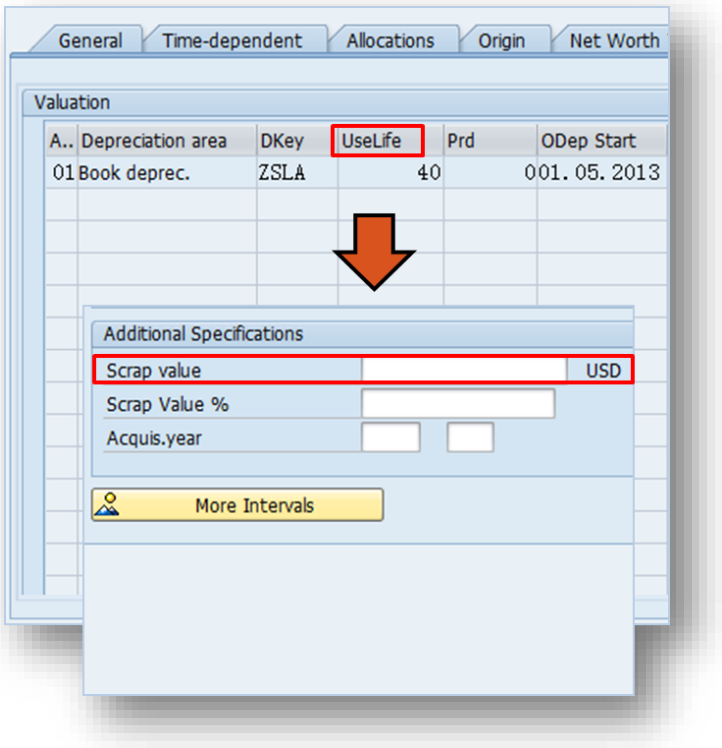


The **Depreciation Areas** tab (tab H) contains the following Master Data fields:

1. **Useful Life**: Default number of years and months that will be given to the asset based on the pre-configured values for each asset class. This is a very important element for the calculation of depreciation as the cost of the asset is depreciated over the useful life

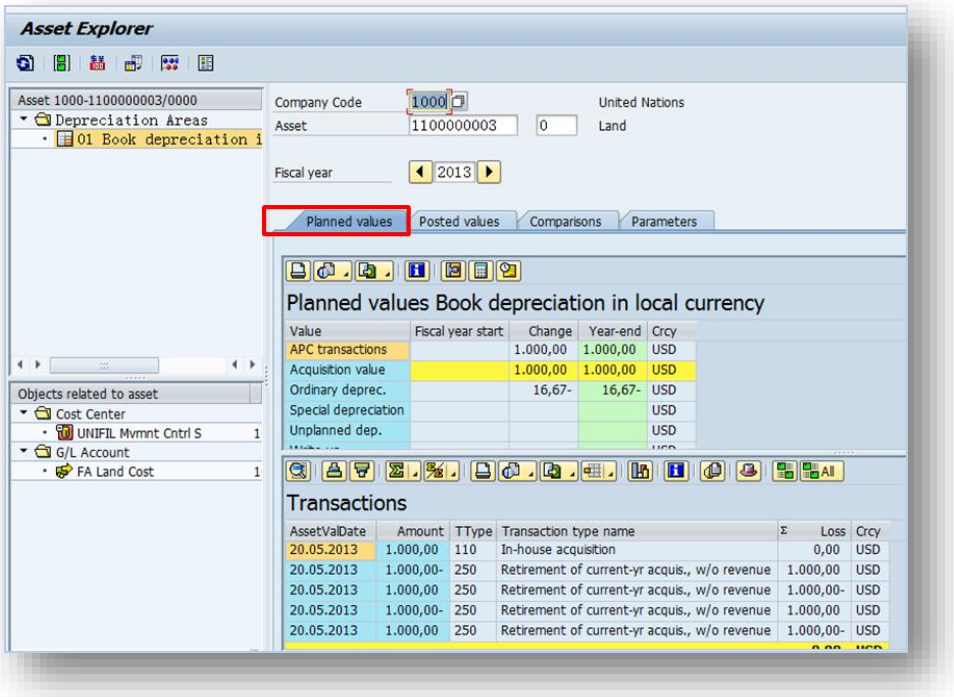
Note: Assets (e.g. infrastructure) with variable useful life will have a default value of "999". This needs to be updated when creating the asset master record to the specific useful life for that asset.

2. **Scrap Value**: Value of the asset that can be recovered at the end of its useful life. In the UN it is "0" (to find this information, double-click the **UseLife** field)

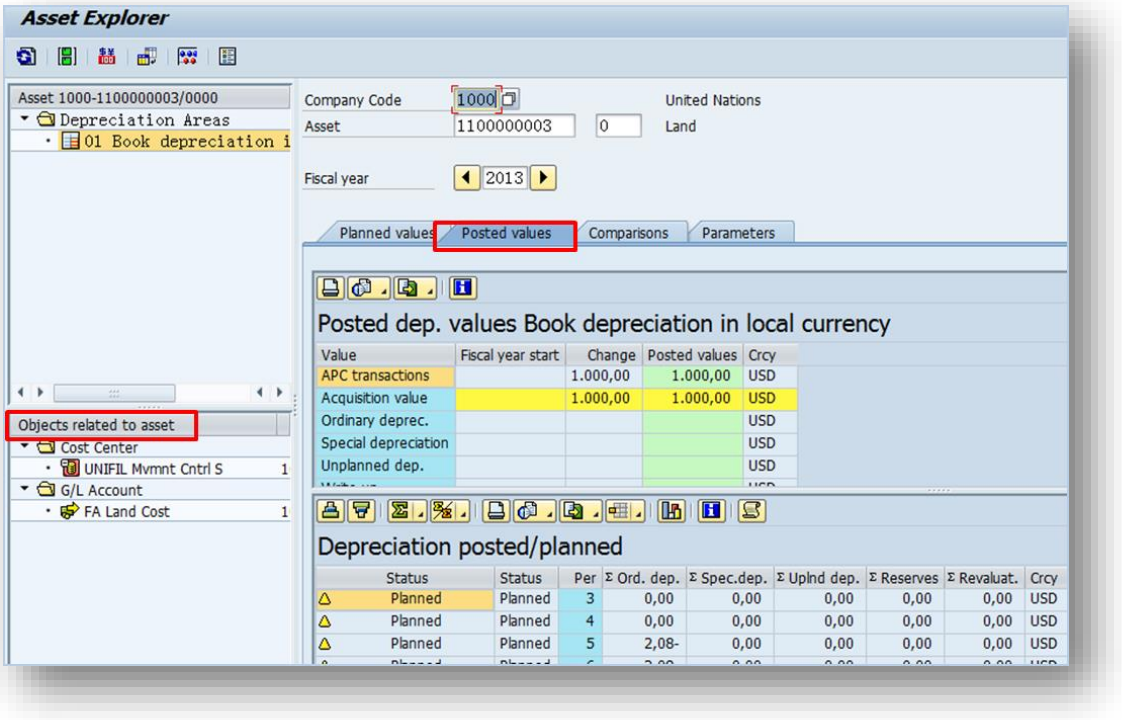


Asset Explorer

Once the user creates an asset master record, the **Asset Values** button is available at the top of the **Asset Value** screen. The user can click this button or use the T-code **AW01N** to access the Asset Explorer. For an asset, the Asset Explorer **Planned values tab** displays planned changes in value and all Transactions carried out for this asset.



The **Posted values tab** displays posted changes in value and Depreciation that is posted or planned for each period. For an asset, the Asset Explorer screen displays information for **Objects related to asset**, example related PO numbers, G/L accounts, etc.



* * * *

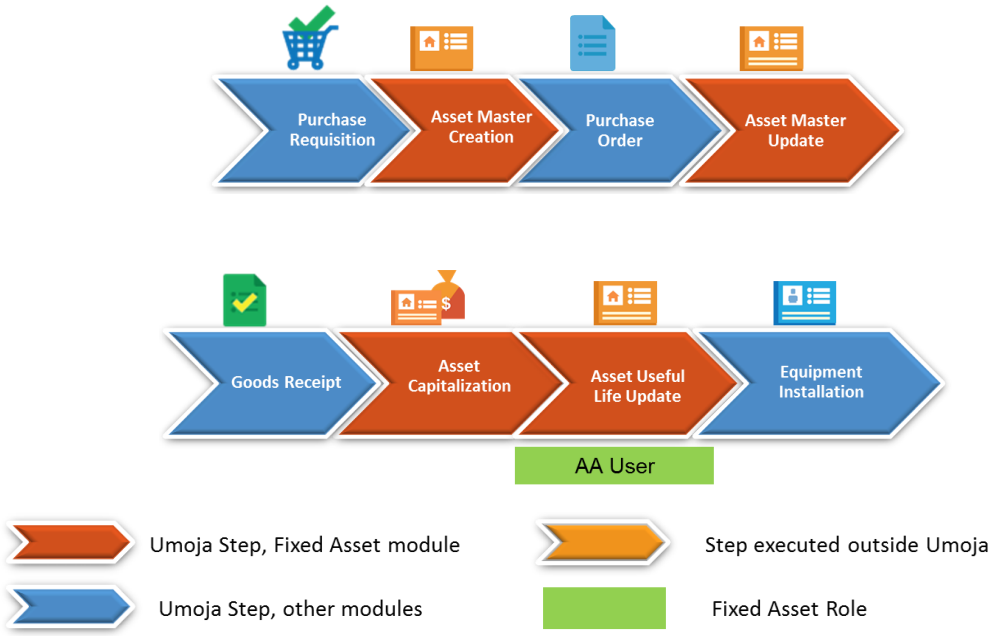
Module 2: Acquisition of Assets

This module includes the following key points:

Fixed Assets can be acquired in the following three ways:

- **Purchase**: Assets can be procured through the SRM portal. Users in the Supply Chain Function initiate a procurement request in the form of a Shopping Cart.
- **Self-Construction**: Assets can be self-constructed, internally developed intangible assets and other capital projects. These Assets are considered Assets under Construction
- **Donation**:
  - Assets can be donated in kind with or without a grant
  - Assets can be a Finance Lease/Donated Right to Use

This module includes the Asset capitalization process for standalone assets, assets under construction and donated assets:



Acquisition: Assets though Purchase

Assets are procured by users in the Supply Chain function. There are two ways to procure standalone assets:

Through the Material Master: This is used for tangible assets such as equipment and real estate.

Through the Service Master: This is used for all intangible assets.

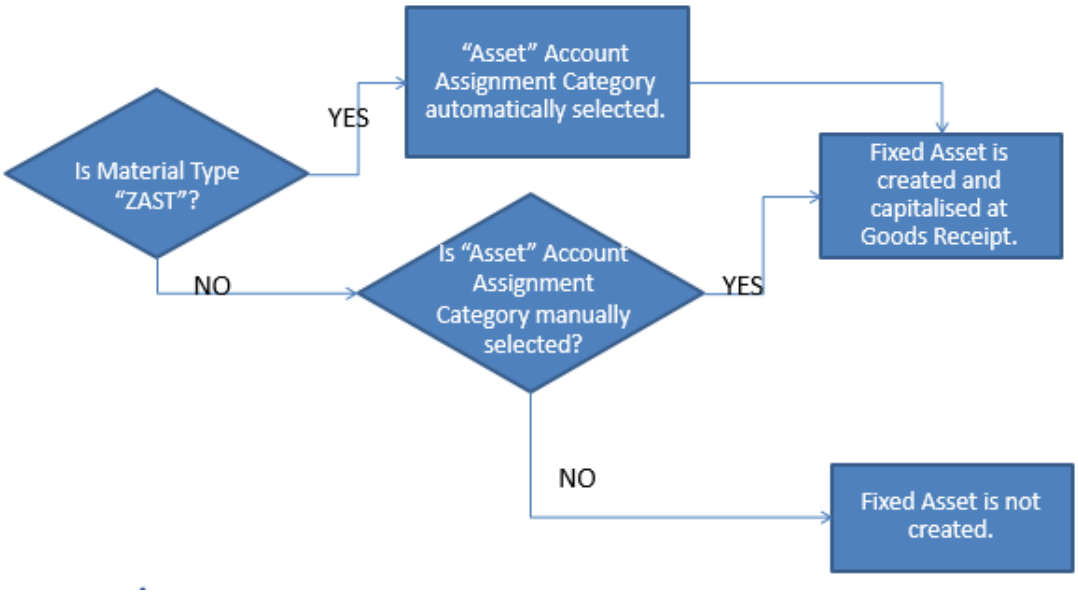
When the Purchase Requisition (PR) is created, the "shell" of the Master Data record is created and automatically populated. At this point, the asset number is generated by the system. When the Purchase Requisition (PR) is created, the "shell" of the Master Data record is created and automatically populated. The shell is only created automatically if the material is type is "ZAST". This material type consist of materials that are expected to meet the $20,000 capitalisation threshold and an additional five categories of assets that have a lower threshold of $5,000.

At this point, the asset number is generated by the system.

After the Purchase Order (PO) has been approved, the account assignment of the asset master record is automatically populated based on the PO.

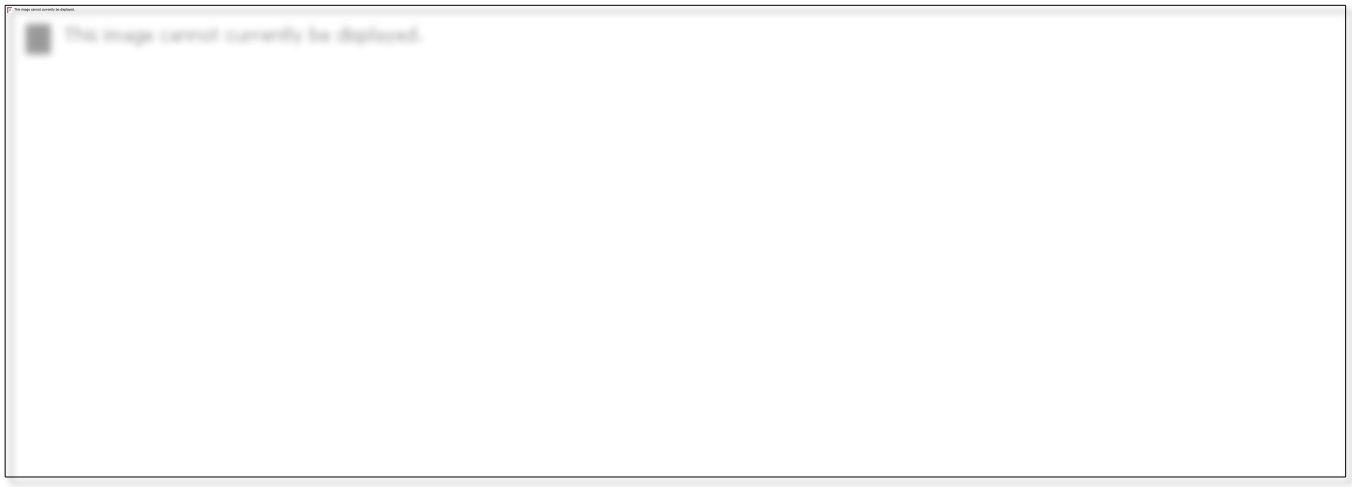
The selection of items to be purchased generates the identification of the asset class and G/L account to be used for recording the asset (both tangible and intangible).

For entities with a capitalisation threshold lower than $20,000 or a non "ZAST" material type, asset account assignment and asset class have to be selected manually by the user in order for the asset shell to be created. The diagram below shows the process:

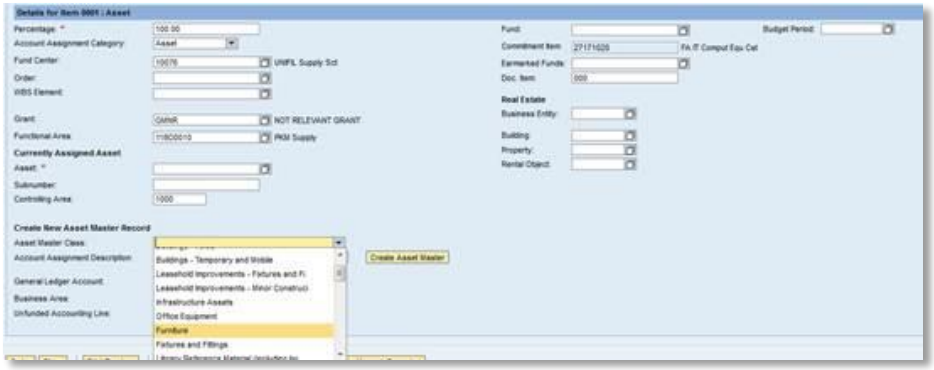


For acquisition of assets through purchase, a requisition would log into the SRM portal and create a shopping cart. For more detailed instruction of the requisitioning process please refer to the Requisitioning User Guide.

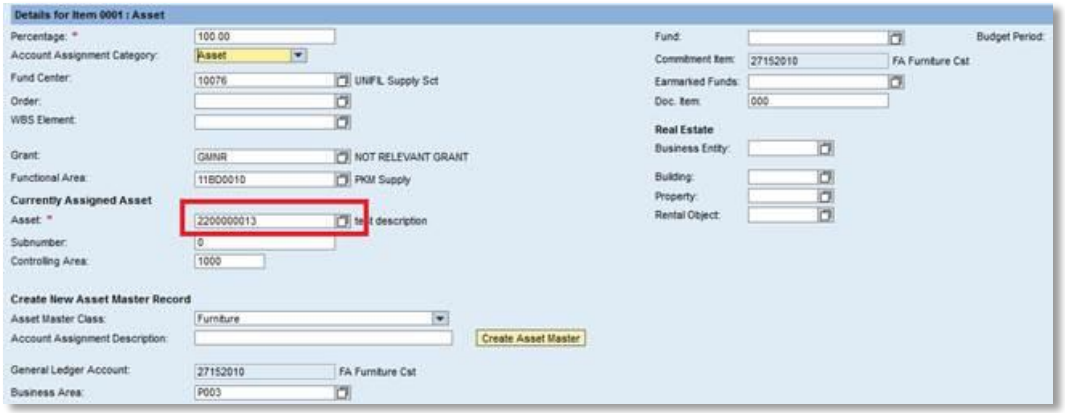
For materials with type ZAST the Account Assignment category will automatcally populate with asset in the field. However for material type that is not ZAST, asset must be manually picked in the Account Assignment Category (shown below) otherwise the item procured will not be an asset.



Select the appropriate Asset Master Class



Enter a description for Asset, click “Create Asset Master. Asset Number is auto-created.



Capitalization of Assets through Purchase

Both Tangible and Intangible Assets are capitalized automatically at the time of Goods Receipt

The trigger for capitalization is the point when the goods or services are received:

When Goods Receipts are created by users in the Supply Chain function, the system automatically post the accounting entries to debit the Asset G/L account that has been referred to in the PO

When Service Entry Sheets (for service receipts) are created, the system automatically posts the accounting entries to debit the Asset G/L account that has been referred to in the PO

The corresponding accounting entries appears as follows:

Debit (+)	Credit (-)
Asset	GR/IR

The Asset Accounting User uses the T-code **AS02** to ensure that the asset useful life is accurate and updated.

If the asset useful life cannot be defaulted based on the asset class, the useful life will be 999 and it must be updated manually

Acquisition: New Construction or Improvement

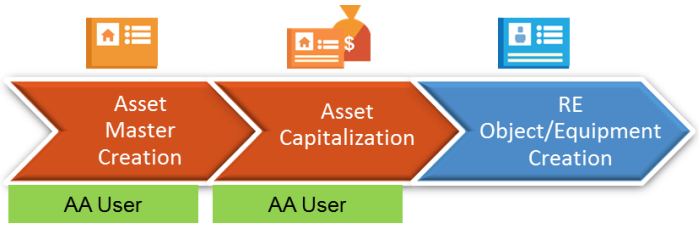
The Assets under Construction (AuC) process accounts for self-constructed assets, internally developed intangible assets and other capital projects.

As long as Galileo is still in use, the process differs between Peacekeeping and Non-Peacekeeping:

- In Peacekeeping and Special Political Missions, an Internal Order (IO) is used to identify individual AuCs for reconciliation purposes only. At fiscal year end, or at the completion of a project, the value of the AuC will be entered directly into the Umoja General Ledger using the internal order.
- In Non-Peacekeeping entities, a project or internal order is created to collect costs related to the AuC. Goods and services are tracked against the project's Work Breakdown Structure Elements (WBSE's) or internal order. Costs are settled monthly to the AuC. When the project is completed, the AuC is settled into the Final Asset.
- Service Orders may be used as cost collectors or as part of projects for AuCs. Service Orders will be discussed later in the course.

Note: Please see the Asset under Construction User Guide for step by step and more detailed instruction for the AuC process.

Acquisition: Donation of Non-Grant Related Assets

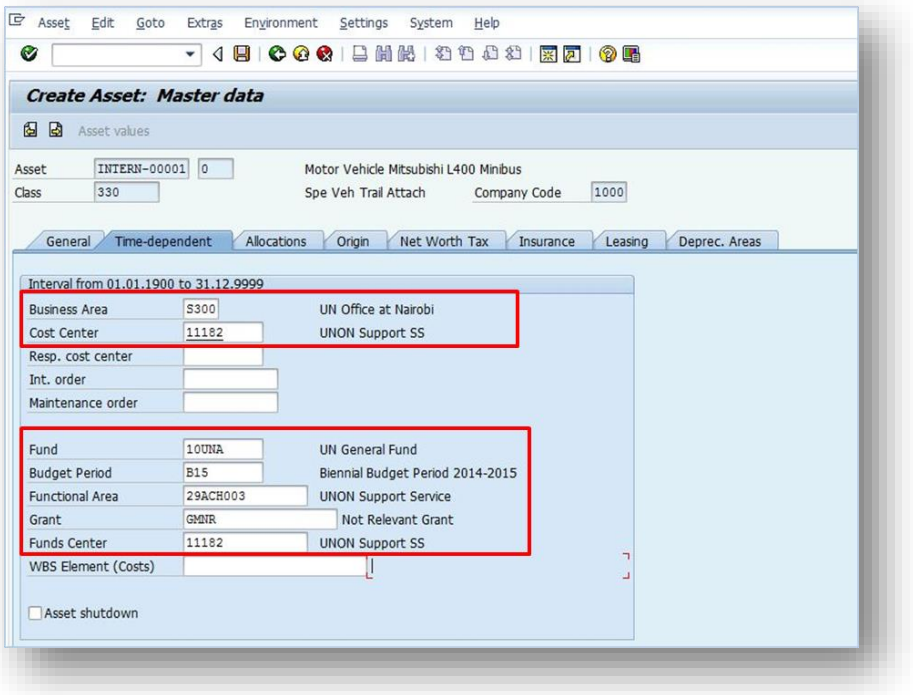


In some cases, a mission may receive an in-kind donation of an asset that is not budgeted. Since there asset was not procured through SRM, there is not an automatic generation of the asset record in Umoja. Therefore, the asset will have to be created and capitalized manually. The process for donation of Non-Grant Related Assets is shown above.

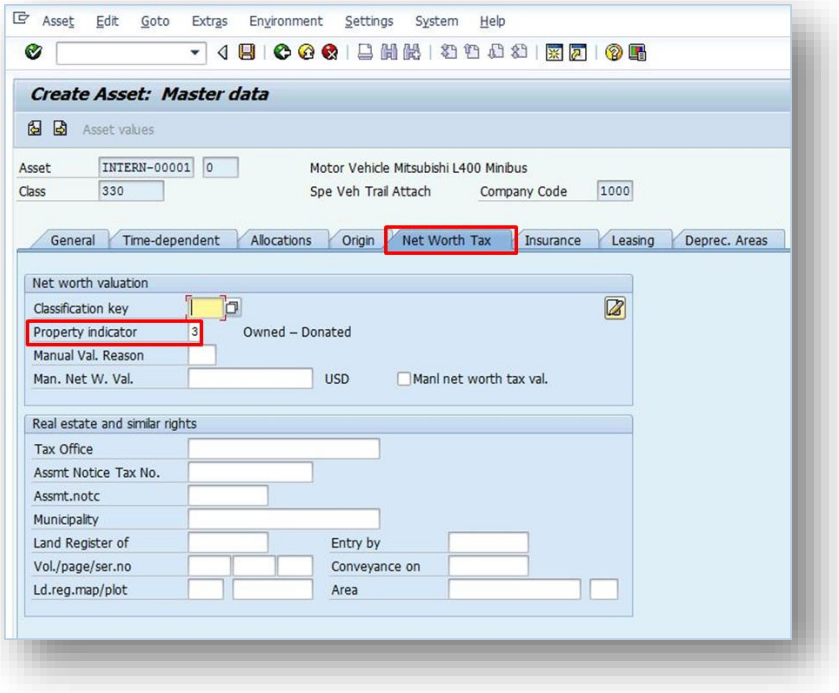
The Asset Accountant user manually creates the asset through transaction code **AS01**. Insert necessary data entries for Time-dependent, Net Worth Tax, Deprec. Areas tabs. A manual entry also is used to debit the asset and credit revenue without consuming budget or cash. No Grant will be used for this solution.

Follow the steps below to create Fixed Asset Master record:

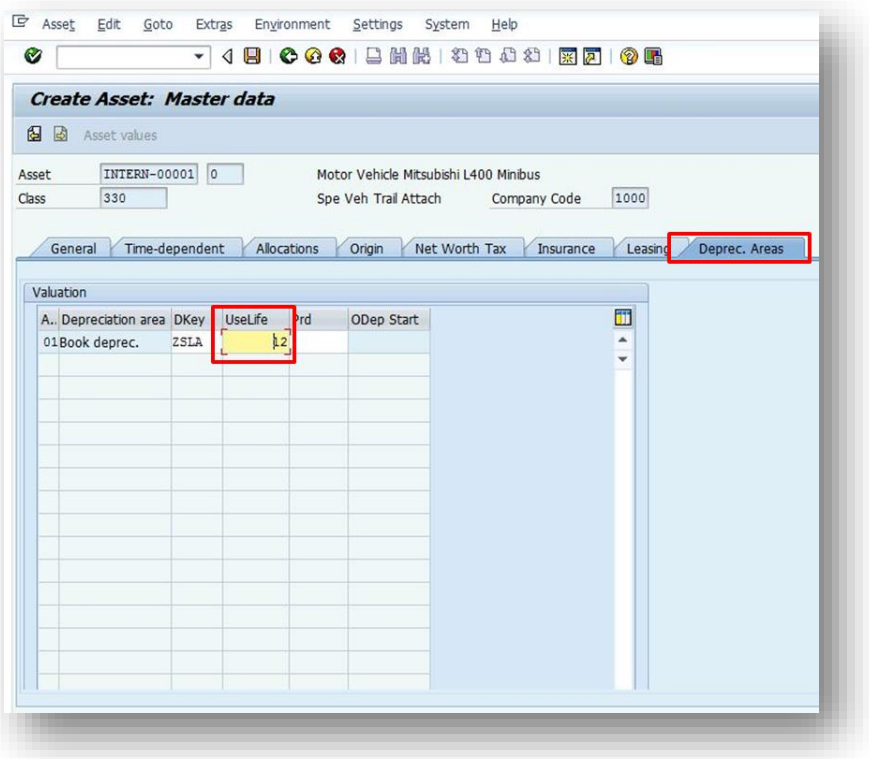
1. Enter T-Code **AS01**
2. Click the **Time-dependent** tab
3. Populate the following fields:
   - **Cost centre**
   - **Fund**
   - **Grant**
4. Click the **Enter** icon


Asset Edit Goto Extras Environment Settings System Help
Create Asset: Master data
Asset values
Asset INTERN-00001 0 Motor Vehicle Mitsubishi L400 Minibus
Class 330 Spe Veh Trail Attach Company Code 1000
General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas
Interval from 01.01.1900 to 31.12.9999
Business Area S300 UN Office at Nairobi
Cost Center 11182 UNON Support SS
Resp. cost center
Int. order
Maintenance order
Fund 10UNA UN General Fund
Budget Period B15 Biennial Budget Period 2014-2015
Functional Area 29ACH003 UNON Support Service
Grant GMNR Not Relevant Grant
Funds Center 11182 UNON Support SS
WBS Element (Costs)
Asset shutdown

5. Click the **Net Worth Tax** tab
6. Enter the property indicator number in the **Property Indicator** field


Asset Edit Goto Extras Environment Settings System Help
Create Asset: Master data
Asset values
Asset INTERN-00001 0 Motor Vehicle Mitsubishi L400 Minibus
Class 330 Spe Veh Trail Attach Company Code 1000
General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas
Net worth valuation
Classification key
Property indicator 3 Owned – Donated
Manual Val. Reason
Man. Net W. Val. USD Manl net worth tax val.
Real estate and similar rights
Tax Office
Assmt Notice Tax No.
Assmt.notc
Municipality
Land Register of Entry by
Vol./page/ser.no Conveyance on
Ld.reg.map/plot Area

7. Click the **Deprec. Areas** tab
8. Click the Useful Life field in the **UseLife** column
9. Click the **Enter** icon


Asset Edit Goto Extras Environment Settings System Help
Create Asset: Master data
Asset values
Asset INTERN-00001 0 Motor Vehicle Mitsubishi L400 Minibus
Class 330 Spe Veh Trail Attach Company Code 1000
General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas
Valuation
A.. Depreciation area DKey UseLife Prd ODep Start
01 Book deprec. ZSLA 12

After capitalizing the fixed asset, the Facilities Planner user in Real Estate will create the corresponding Real Estate objects and link the fixed asset.

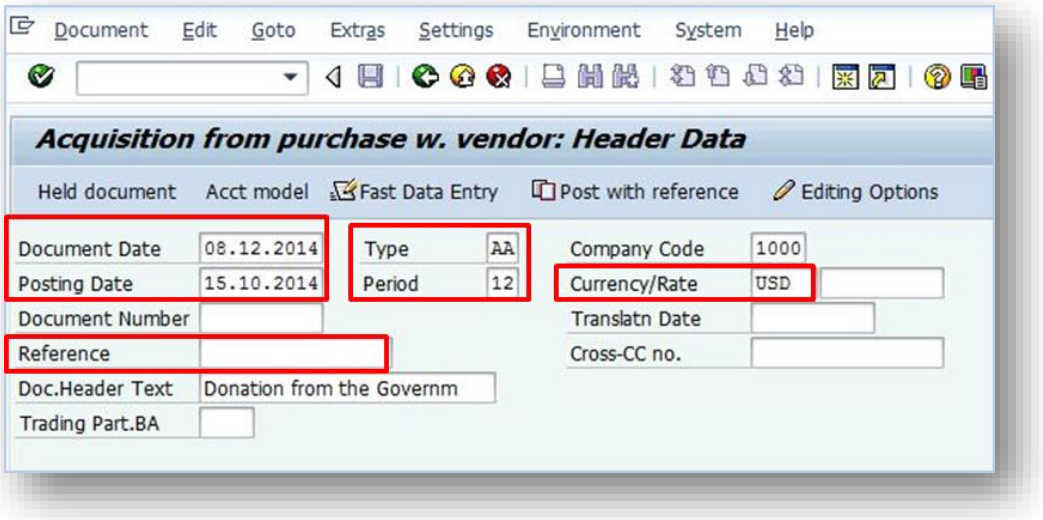
For more information reference Real Estate Portfolio Management Course CS325.

Capitalization: Donation of Non-Grant Related Assets

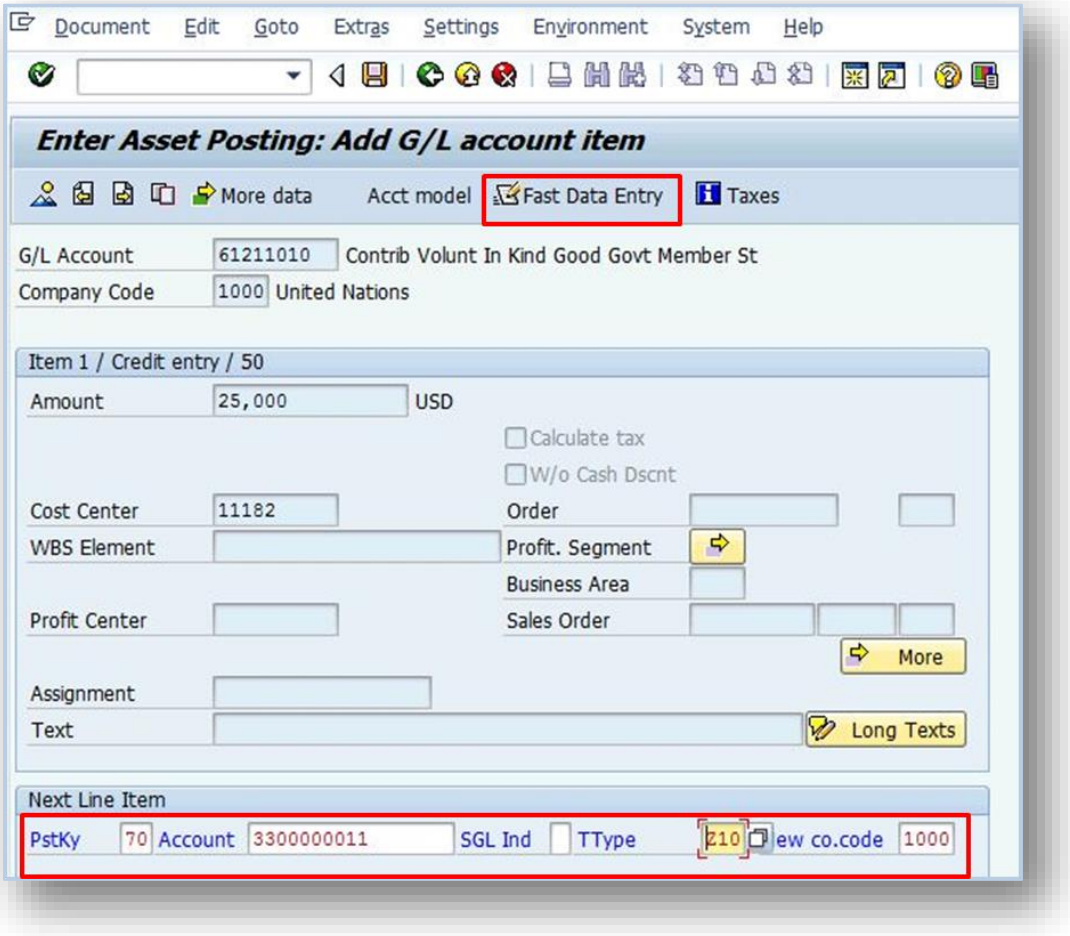
Enter T-code **F-90** to begin the process to capitalized the asset manually.

Follow the steps below to capitalize the asset. This process involves the Asset Accounting User.

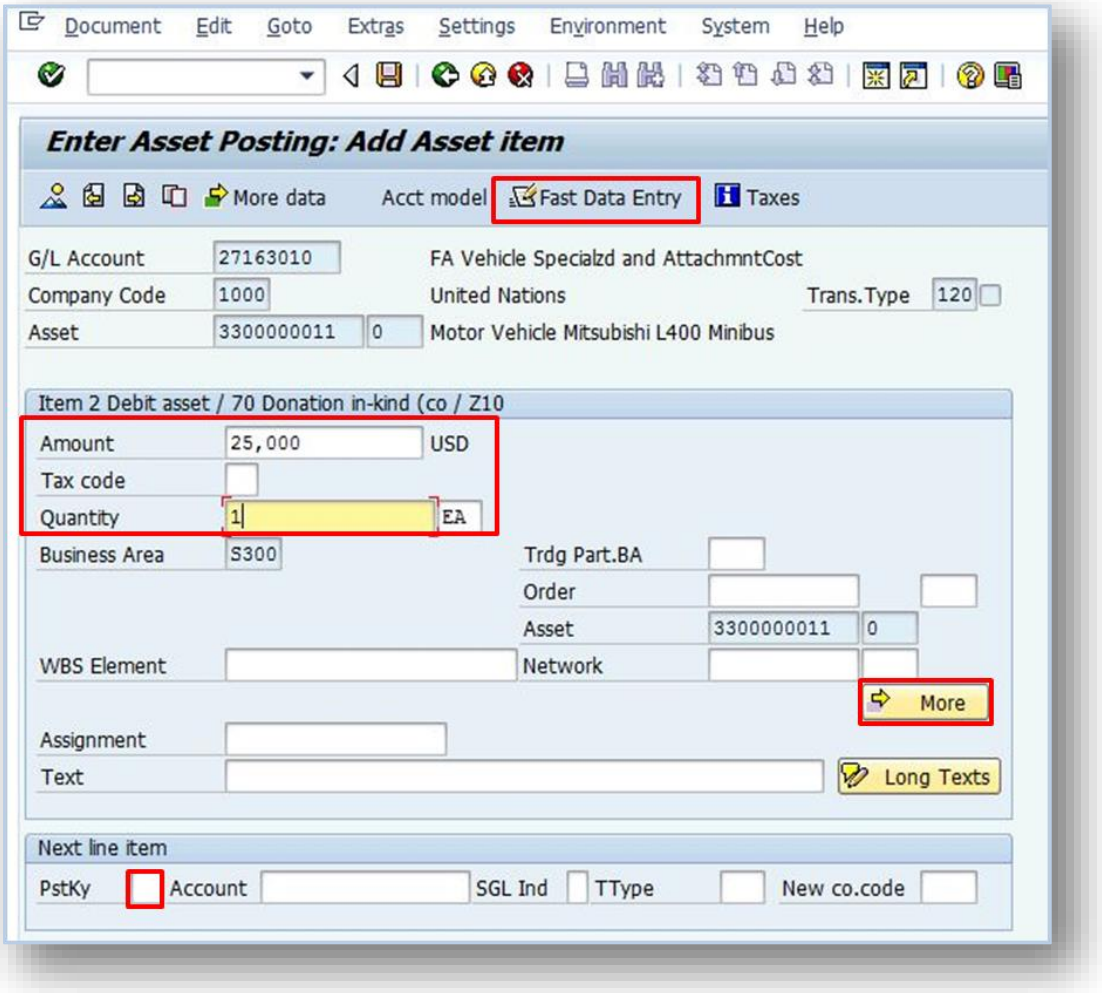
1. Populate the required information in the following fields:
   - **Document Date**
   - **Posting Date**
   - **Document type**: AA
   - **Currency/Rate**: USD
   - **Reference**
   - **Doc.Header Text**



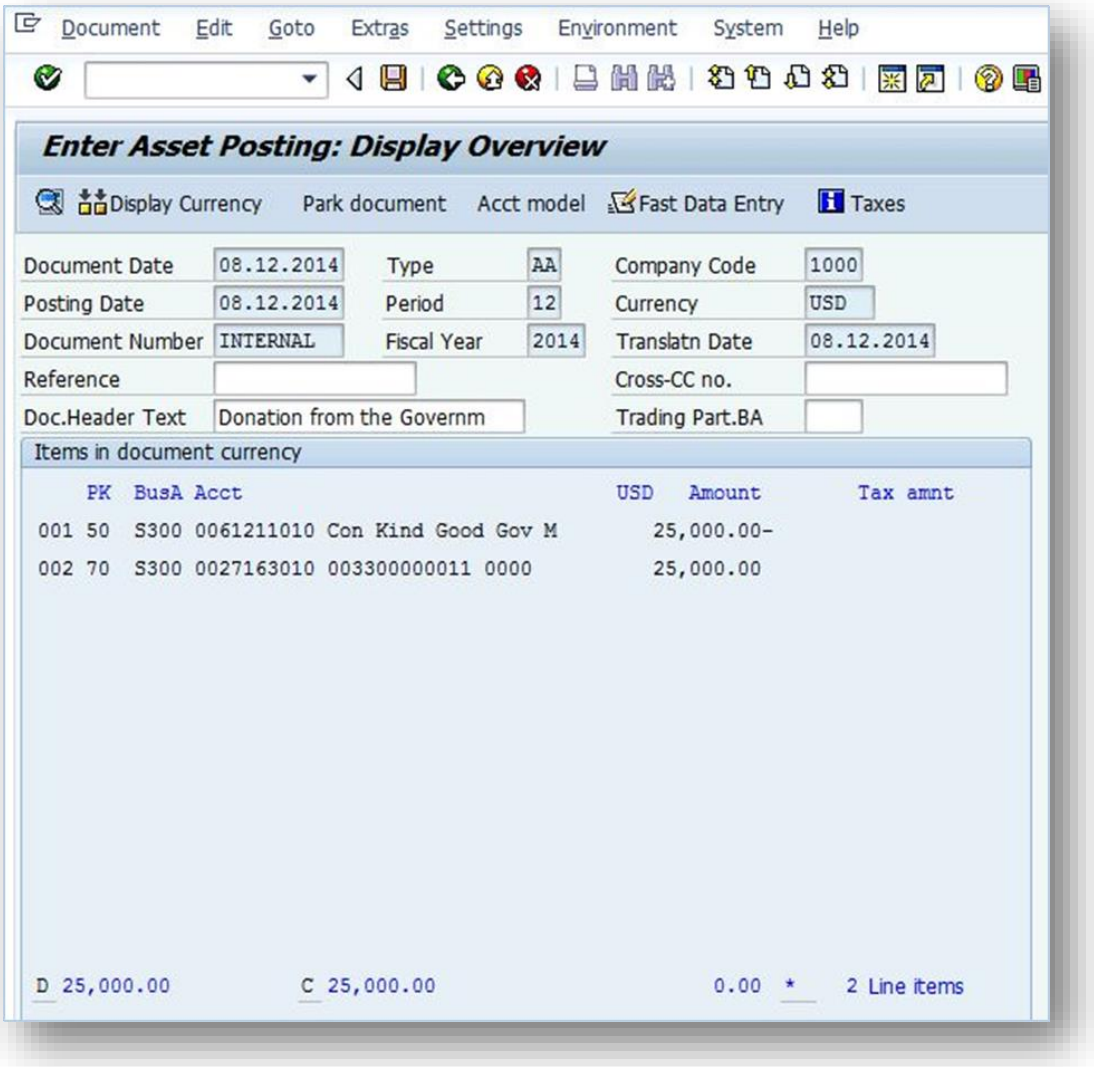
2. Enter the final asset number in the **Account** field
3. Enter **Z10** in the **TType** field
4. Enter **70** in the **Pstky** field to credit posting key
5. Enter the credit account number in the **Account** field
6. Click the **Fast Data Entry** button



7. Populate the following fields in the **Enter Asset Posting: Add Asset item** screen:
   - **Amount**
   - **Quantity**: It should always be **1**
8. Click the **More** button
9. Enter **50** in the **PstKy** field to credit the AuC accounts
10. Click the **Fast Data Entry** button



11. Check the posting on the **Enter Asset Posting: Display Overview** screen

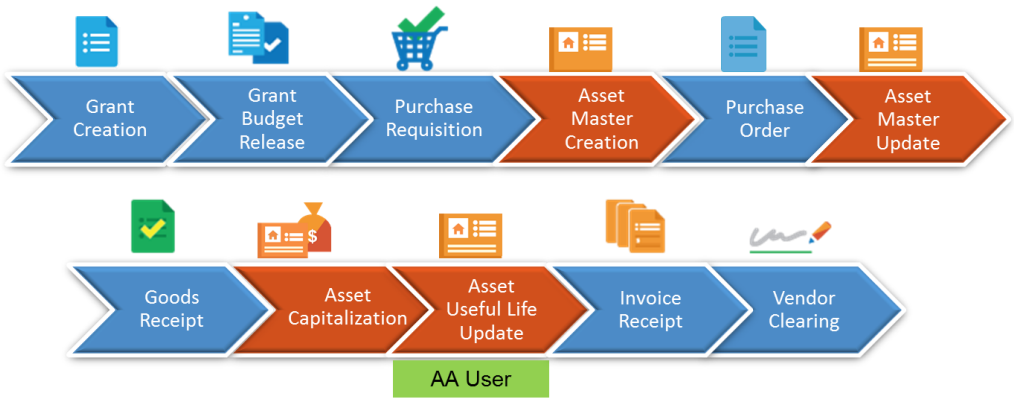

Document Edit Goto Extras Settings Environment System Help
Enter Asset Posting: Display Overview
Display Currency Park document Acct model Fast Data Entry Taxes
Document Date 08.12.2014 Type AA Company Code 1000
Posting Date 08.12.2014 Period 12 Currency USD
Document Number INTERNAL Fiscal Year 2014 Translatn Date 08.12.2014
Reference Cross-CC no.
Doc.Header Text Donation from the Governm Trading Part.BA
Items in document currency
PK BusA Acct USD Amount Tax amnt
001 50 S300 0061211010 Con Kind Good Gov M 25,000.00-
002 70 S300 0027163010 003300000011 0000 25,000.00
D 25,000.00 C 25,000.00 0.00 * 2 Line items

RE Object/Equipment Creation

After capitalizing the fixed asset, the Facilities Planner user in Real Estate will create the corresponding Real Estate objects and link the fixed asset.

For more information reference Real Estate Portfolio Management Course CS325.

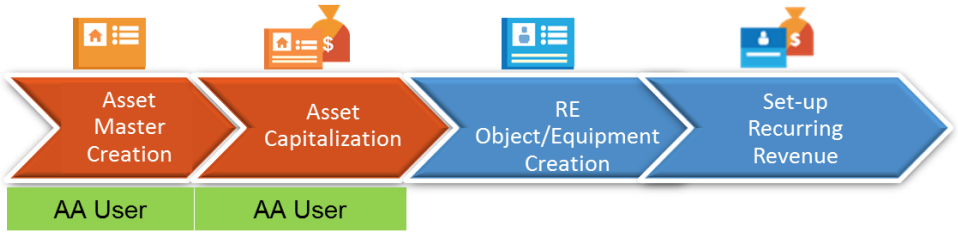
Acquisition: Donation of Assets through a Grant



In addition to the donation of non-Grant related assets, when there is an asset donated through a Grant, the regular asset purchase process through SRM is used with the relevant Grant.

- Grants are created in Umoja by the GM Grants Creator in the Grant Management Module. A grant is set up at the beginning of negotiations
- As soon as the money from the donor is received, the GM Budget Release User releases the amount that has been received. The user needs to ensure that there is always sufficient cash on the grant
- The Budget Officer decides how and where to release the budget. The budget document is created in Umoja using both GM and FM dimensions. After it is approved, the spending authority amount is reflected in the released budget on the grant
- Assets are procured by users in the Supply Chain function
- When the Purchase Requisition (PR) is created, the “shell” of the Master Data record is created and automatically populated
- After the Purchase Order (PO) has been approved, the account assignment of the asset master record is automatically populated based on the PO
- Both Tangible and Intangible Assets are capitalized automatically at the time of Goods Receipt
- The Asset Accounting User uses the T-code **AS03** to ensure that the asset useful life is accurate and updated

Acquisition: Finance Lease/Donated Right to use



Donated right-to-use arrangements refer to situations where a donor gives the United Nations the right of use and occupancy of an asset (either for some period of time or indefinitely) without transfer of ownership and requires zero or a nominal payment (very small payment) in return.

An example of a donated right to use arrangement classified as a finance lease: A government agency donates to the United Nations a right-to-use a 2,000 square meter office building for a 40 year period.

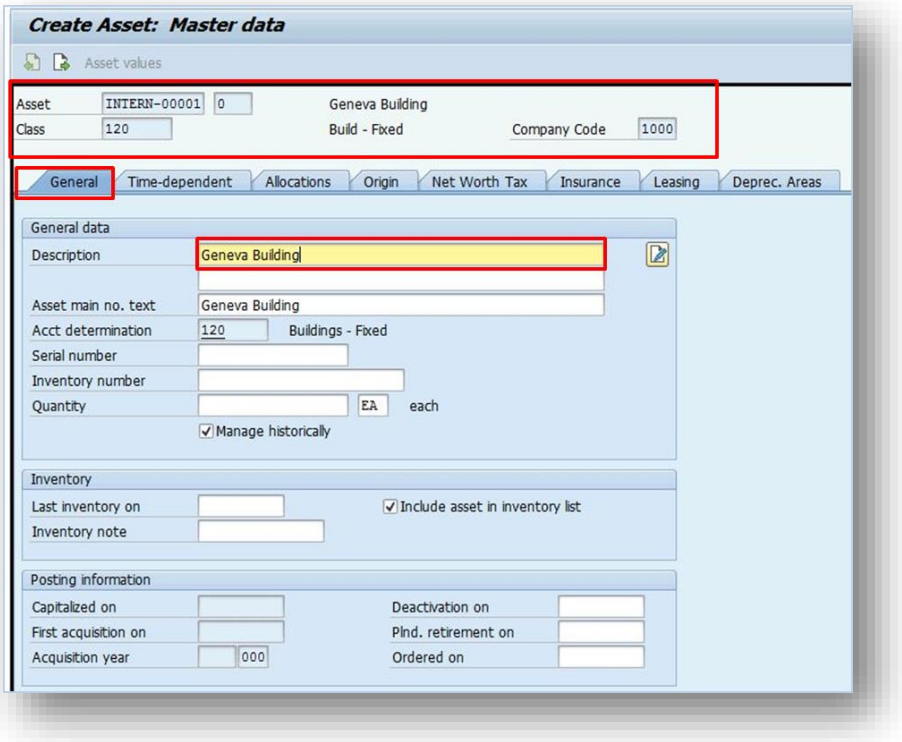
Because the Asset is not created automatically, it must be manually created by the Asset Accounting User.

Asset Master Creation, T-code AS01

The Asset Accounting user manually creates the asset through transaction code **AS01**. Insert necessary data entries for General, Time-dependent, Net Worth Tax, Deprec. Areas tabs.

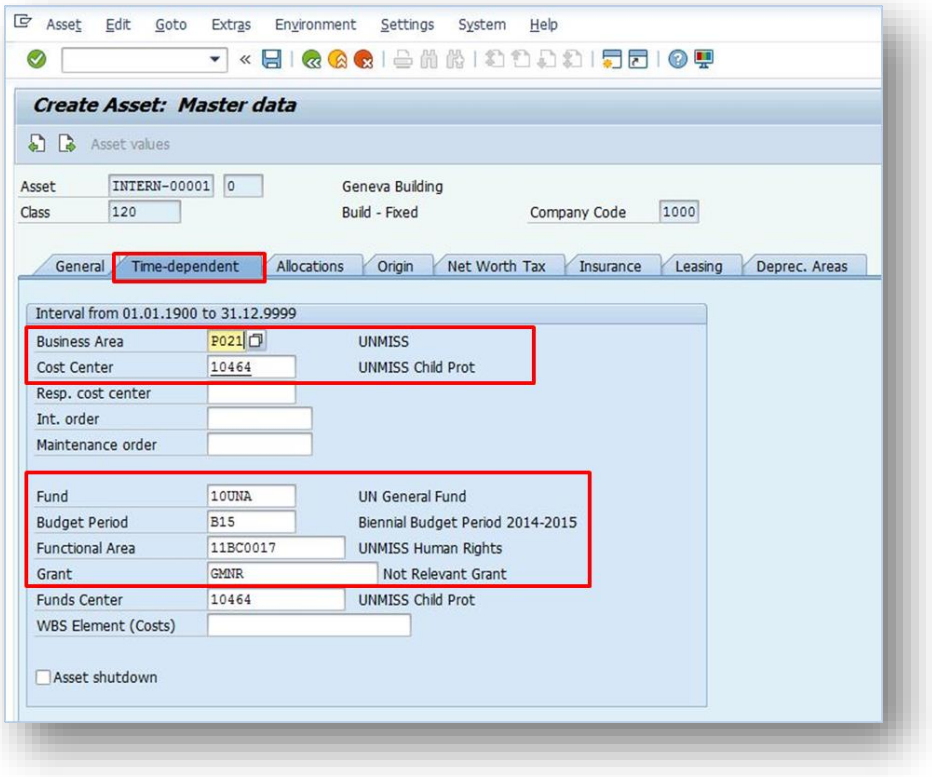
Follow the steps below to create Fixed Asset Master record:

1. Enter **AS01** in the **Command** field
2. Click the **Enter** icon. The **Create Asset: Master Data** screen displays
3. Populate the following fields in the **Initial Screen**:
   - **Company Code**
   - **Asset Class**: 120 Build - Fixed
   - **Number of similar assets**: 1
4. Click the **Enter** icon
5. Click the **General** tab
6. Enter asset description in the **Description** filed
7. Click the **Enter** icon

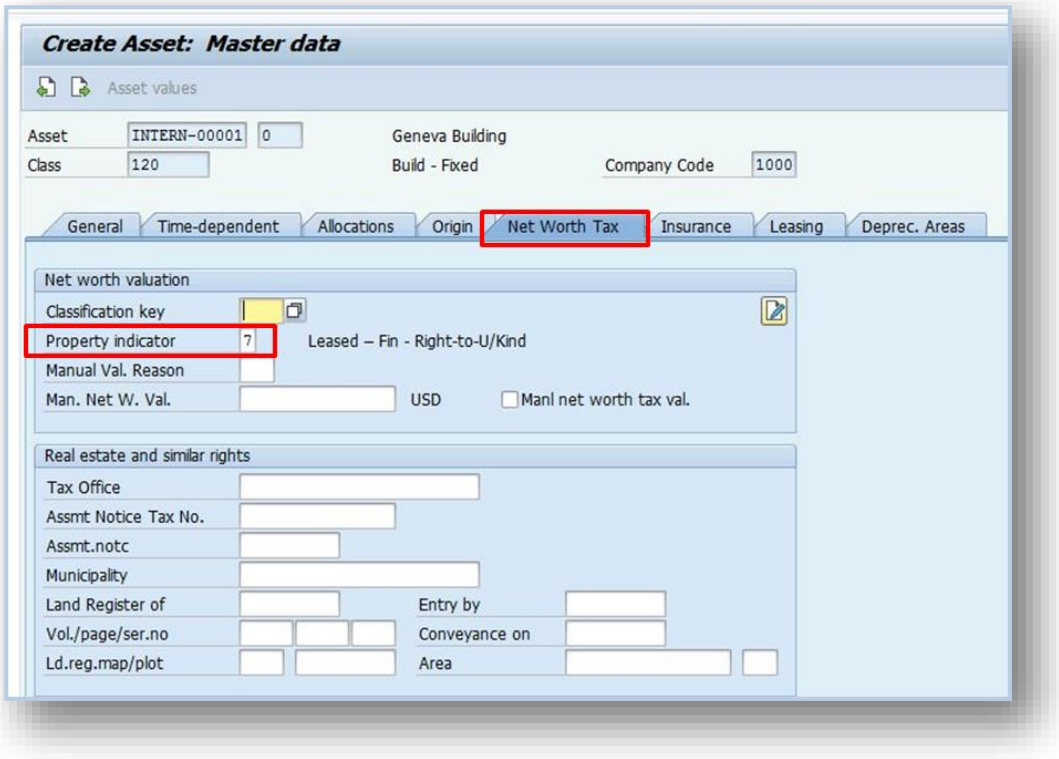


8. Click the **Time-dependent** tab
9. Populate the following fields:
   - **Cost Centre**
   - **Fund**
   - **Grant**
10. Click the **Enter** icon

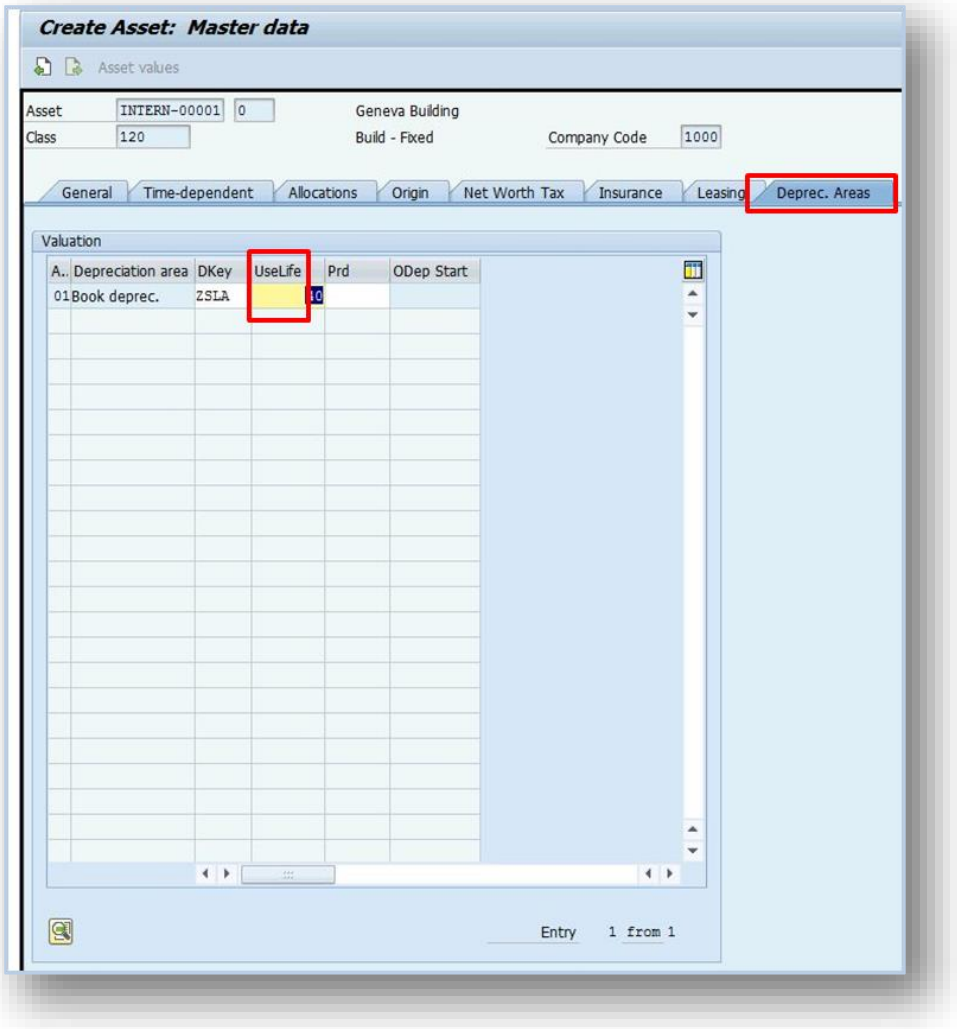
11. Enter or modify the following fields, if needed
    - **Budget Period**
    - **Functional Area**
    - **Funds Centre**
12. Click the **Enter** icon


Asset Edit Goto Extras Environment Settings System Help
Create Asset: Master data
Asset values
Asset INTERN-00001 0 Geneva Building
Class 120 Build - Fixed Company Code 1000
General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas
Interval from 01.01.1900 to 31.12.9999
Business Area P021 UNMISS
Cost Center 10464 UNMISS Child Prot
Resp. cost center
Int. order
Maintenance order
Fund 10UNA UN General Fund
Budget Period B15 Biennial Budget Period 2014-2015
Functional Area 11BC0017 UNMISS Human Rights
Grant GMNR Not Relevant Grant
Funds Center 10464 UNMISS Child Prot
WBS Element (Costs)
Asset shutdown

13. Click the **Net Worth Tax** tab
14. Enter the property indicator number in the **Property Indicator** field



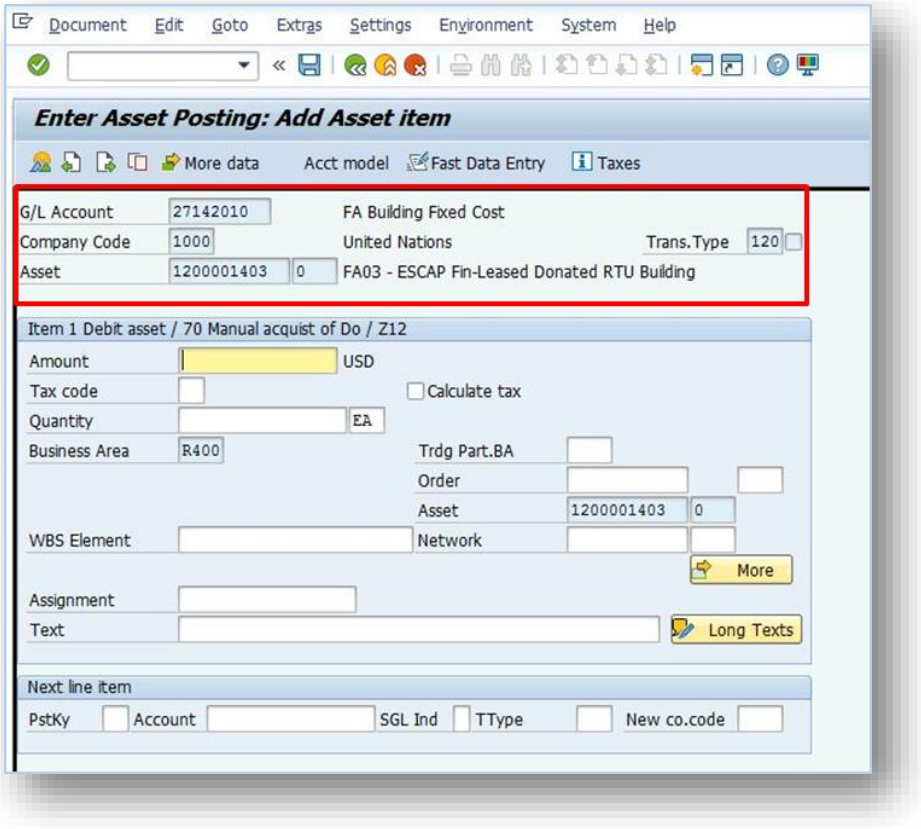
15. Click the **Deprec. Areas** tab
16. Click the Useful Life field in the **UseLife** column
17. Click the **Enter** icon


Create Asset: Master data
Asset values
Asset
INTERN-00001
0
Geneva Building
Class
120
Build - Fixed
Company Code
1000
General
Time-dependent
Allocations
Origin
Net Worth Tax
Insurance
Leasing
Deprec. Areas
Valuation
A..
Depreciation area
DKey
UseLife
Prd
ODep Start
01
Book deprec.
ZSLA
10
Entry
1 from 1

Asset Capitalization T-Code F-90

Follow the steps below to capitalize the acquired finance lease:

1. Populate the following fields in the document **header**:
   - **Document date**
   - **Posting date**
   - **Doc type**
   - **Company Code**
   - **Currency**
   - **Reference**
   - **Doc.Header**
2. Populate the following fields in the document **First Line Item**:
   - **Document Date**
   - **Posting key**: Obligation Posting Key
   - **Account**: Obligation Account
3. Click the **Enter** icon


Document Edit Goto Extras Settings Environment System Help
Enter Asset Posting: Add Asset item
More data Acct model Fast Data Entry Taxes
G/L Account 27142010 FA Building Fixed Cost
Company Code 1000 United Nations Trans.Type 120
Asset 1200001403 0 FA03 - ESCAP Fin-Leased Donated RTU Building
Item 1 Debit asset / 70 Manual acquist of Do / Z12
Amount USD
Tax code Calculate tax
Quantity EA
Business Area R400
Trdg Part.BA
Order
Asset 1200001403 0
WBS Element
Network
More
Assignment
Text
Long Texts
Next line item
PstKy Account SGL Ind TType New co.code

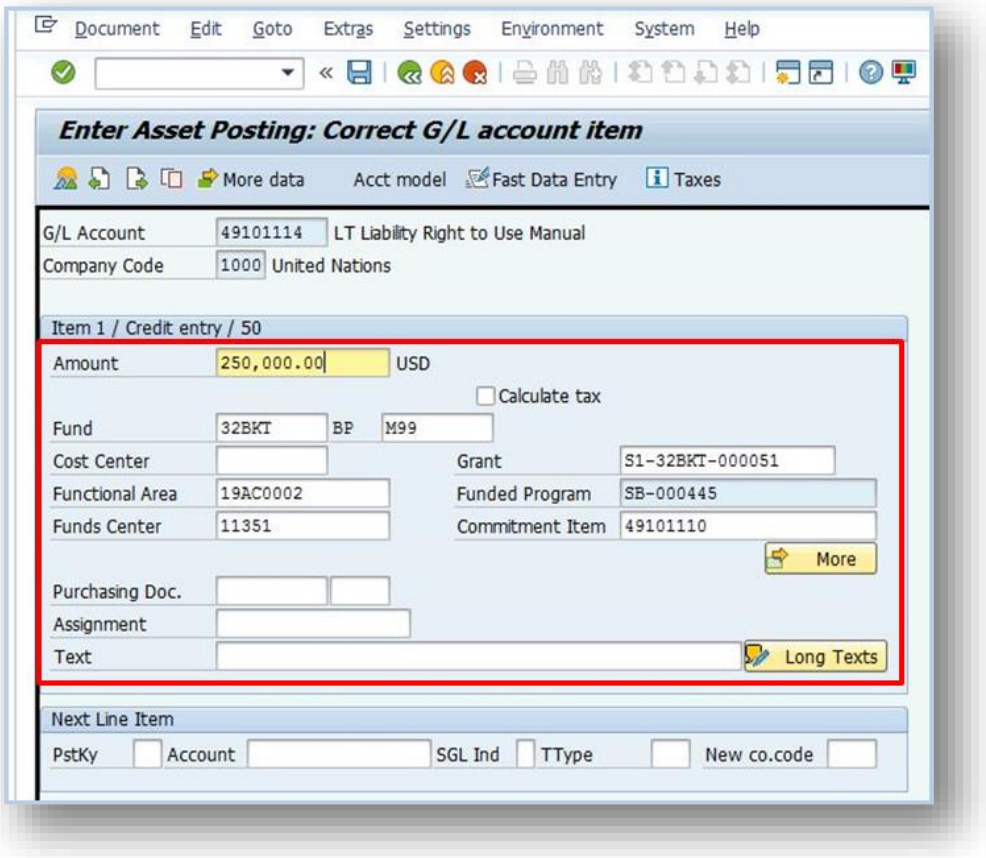
4. Populate the following fields in the **First Line Item**:
   - **Amount**

- **Fund**
- **Grant**
- **Functional Area**
- **Business Area**

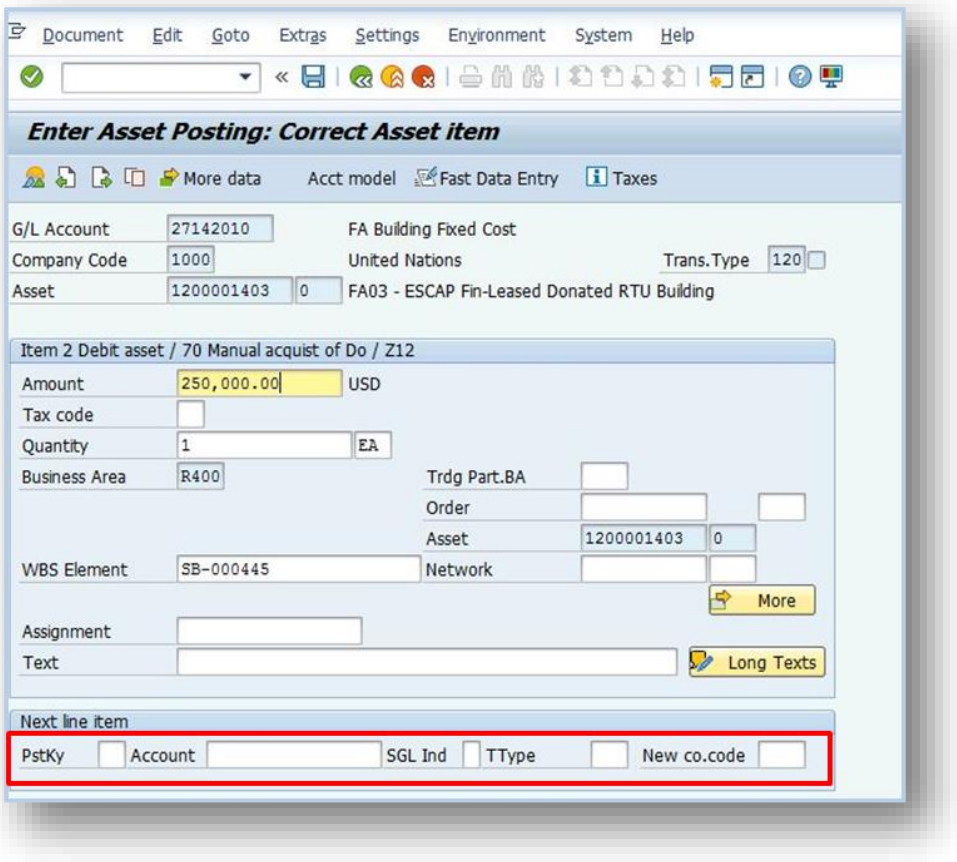
Note: If there is an **Internal Order** or **WBS Element** provided below, click on **More** and enter the values below:

- **Internal Order**
- **WBS element**

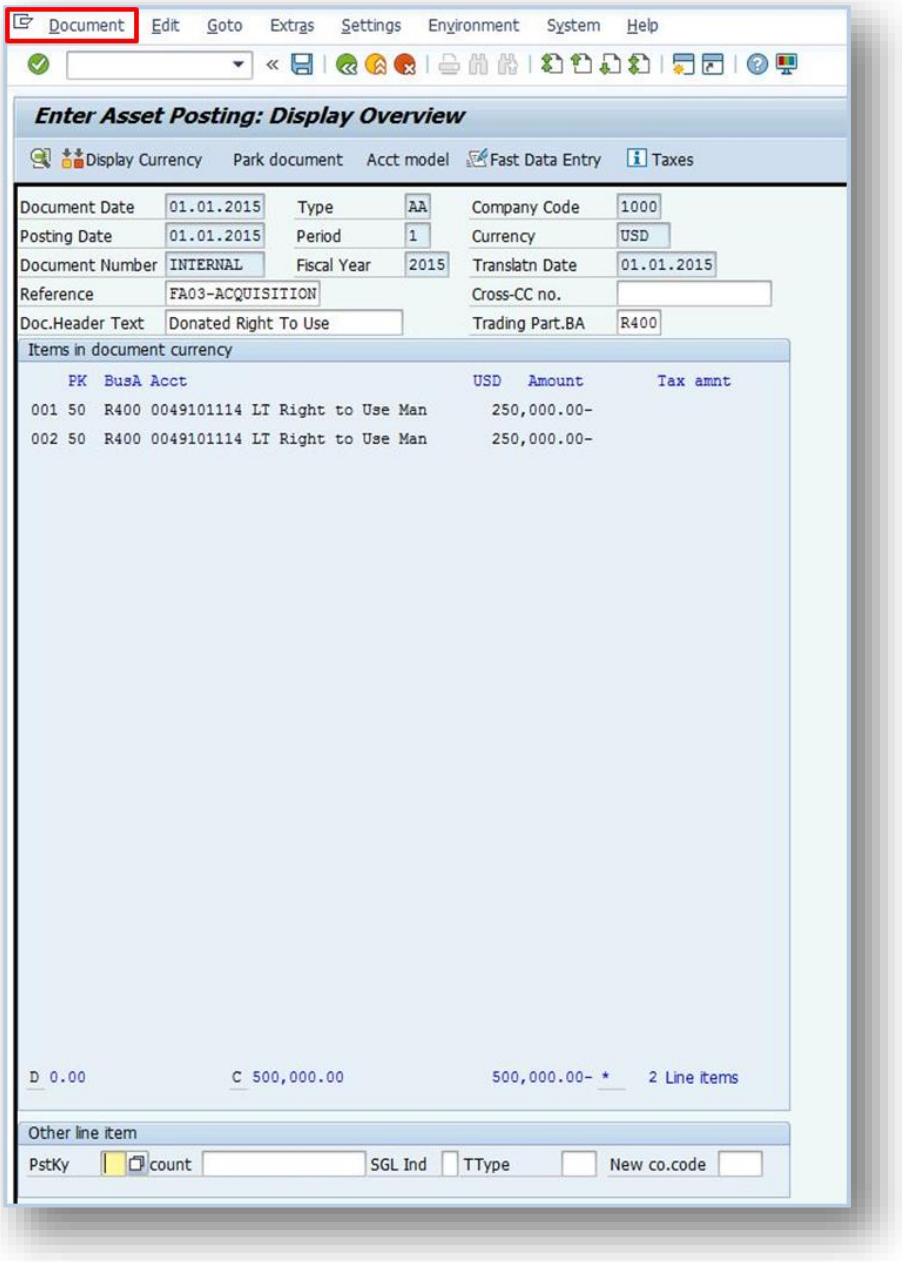
5. Click the **Enter** icon
6. Data accepted by the system and first line detail screen is displayed



7. Populate the following fields in the document **Second Line Item** for the capitalization of fixed asset:
   - **PstKy**: Asset Posting Key
   - **Account**: Asset Account
   - **TType**: Asset Transaction Type
8. Click the **Enter** icon


Document Edit Goto Extras Settings Environment System Help
Enter Asset Posting: Correct Asset item
More data Acct model Fast Data Entry Taxes
G/L Account 27142010 FA Building Fixed Cost
Company Code 1000 United Nations Trans.Type 120
Asset 1200001403 0 FA03 - ESCAP Fin-Leased Donated RTU Building
Item 2 Debit asset / 70 Manual acquist of Do / Z12
Amount 250,000.00 USD
Tax code
Quantity 1 EA
Business Area R400
Trdg Part.BA
Order
Asset 1200001403 0
WBS Element SB-000445
Network
More
Assignment
Text
Long Texts
Next line item
PstKy Account SGL Ind TType New co.code

9. Select **Document** > **Simulate** from the **Menu** bar to simulate the transaction

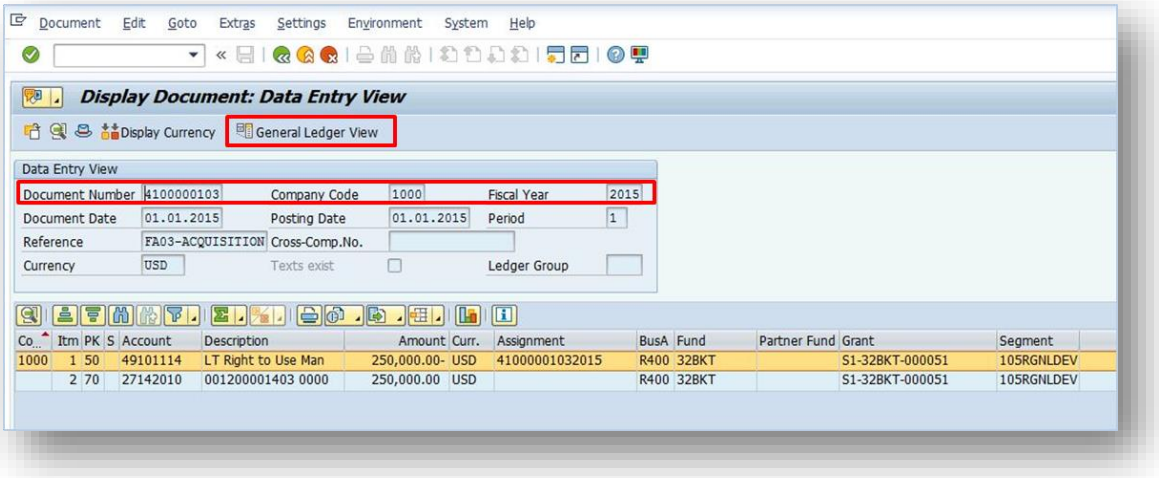

Document
Edit
Goto
Extras
Settings
Environment
System
Help
Enter Asset Posting: Display Overview
Display Currency
Park document
Acct model
Fast Data Entry
Taxes
Document Date 01.01.2015
Type AA
Company Code 1000
Posting Date 01.01.2015
Period 1
Currency USD
Document Number INTERNAL
Fiscal Year 2015
Translatn Date 01.01.2015
Reference FA03-ACQUISITION
Cross-CC no.
Doc.Header Text Donated Right To Use
Trading Part.BA R400
Items in document currency
PK BusA Acct USD Amount Tax amnt
001 50 R400 0049101114 LT Right to Use Man 250,000.00-
002 50 R400 0049101114 LT Right to Use Man 250,000.00-
D 0.00
C 500,000.00
500,000.00- *
2 Line items
Other line item
PstKy
count
SGL Ind
TType
New co.code

10. Click the **Save** button to execute
11. Lease capitalization is successfully processed and document is posted

Document Edit Goto Extras Settings Environment System Help
Enter Asset Posting: Display Overview
Display Currency Park document Acct model Fast Data Entry Taxes
Document Date 01.01.2015 Type AA Company Code 1000
Posting Date 01.01.2015 Period 1 Currency USD
Document Number INTERNAL Fiscal Year 2015 Translatn Date 01.01.2015
Reference FA03-ACQUISITION Cross-CC no.
Doc.Header Text Donated Right To Use Trading Part.BA R400
Items in document currency
PK BusA Acct USD Amount Tax amnt
001 50 R400 0049101114 LT Right to Use Man 250,000.00-
002 50 R400 0049101114 LT Right to Use Man 250,000.00-
D 0.00 C 500,000.00 500,000.00- * 2 Line items
Other line item
PstKy count SGL Ind TType New co.code

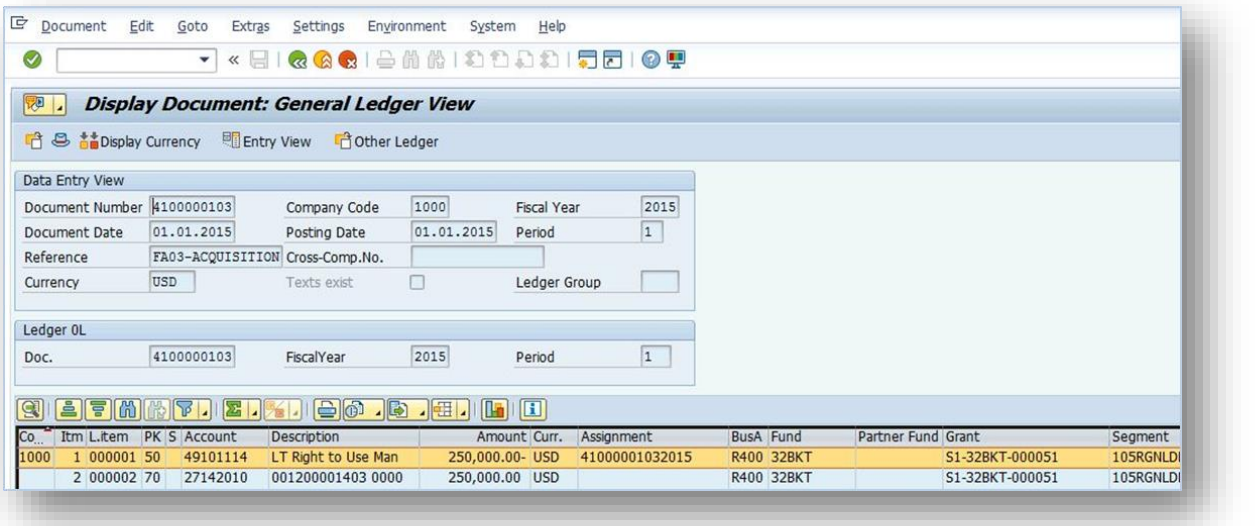
Follow the steps below to review Financial Accounting document for fixed asset transaction:

1. Populate the following fields in the **Initial Screen**:
   - **Document Number**
   - **Company Code**
   - **Fiscal Year**
2. Click the **Enter** icon
3. Click the **General Ledger View** icon

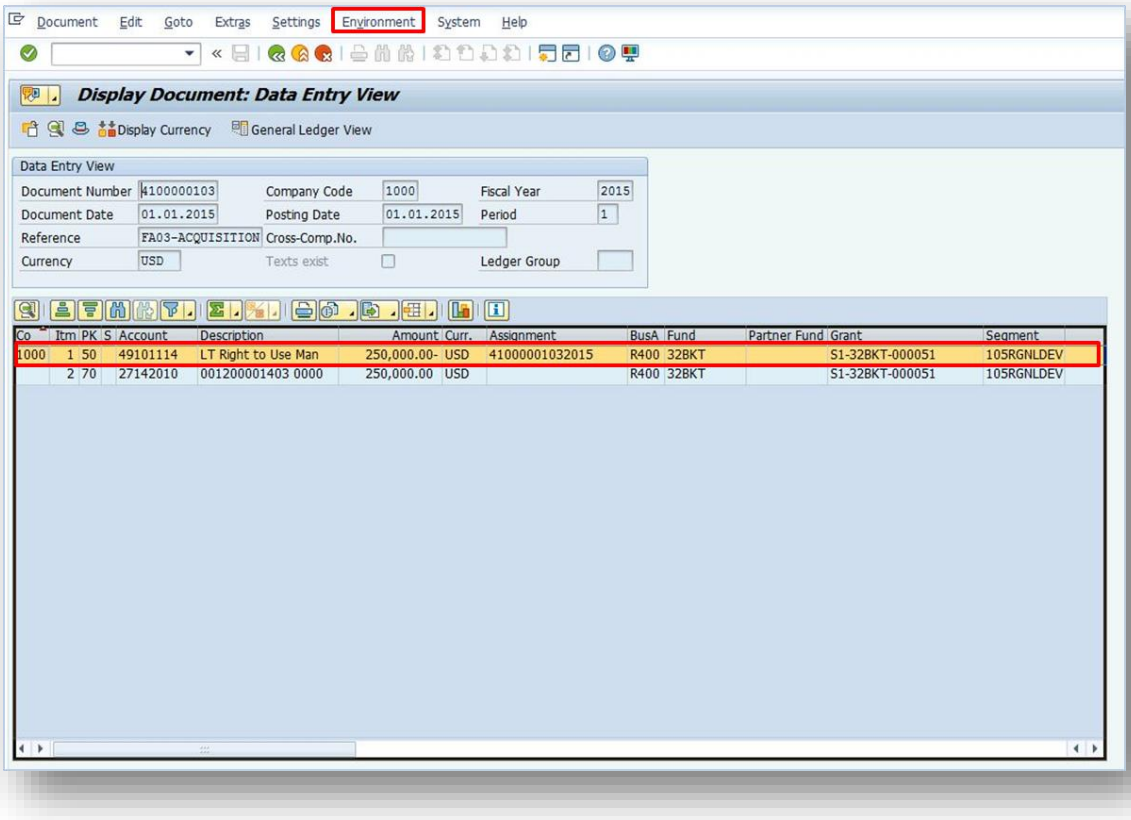

Document Edit Goto Extras Settings Environment System Help
Display Document: Data Entry View
Display Currency
General Ledger View
Data Entry View
Document Number 4100000103 Company Code 1000 Fiscal Year 2015
Document Date 01.01.2015 Posting Date 01.01.2015 Period 1
Reference FA03-ACQUISITION Cross-Comp.No.
Currency USD Texts exist Ledger Group
Co... Itm PK S Account Description Amount Curr. Assignment BusA Fund Partner Fund Grant Segment
1000 1 50 49101114 LT Right to Use Man 250,000.00- USD 4100001032015 R400 32BKT S1-32BKT-000051 105RGNLDEV
2 70 27142010 001200001403 0000 250,000.00 USD R400 32BKT S1-32BKT-000051 105RGNLDEV

4. **General Ledger View** screen is displayed

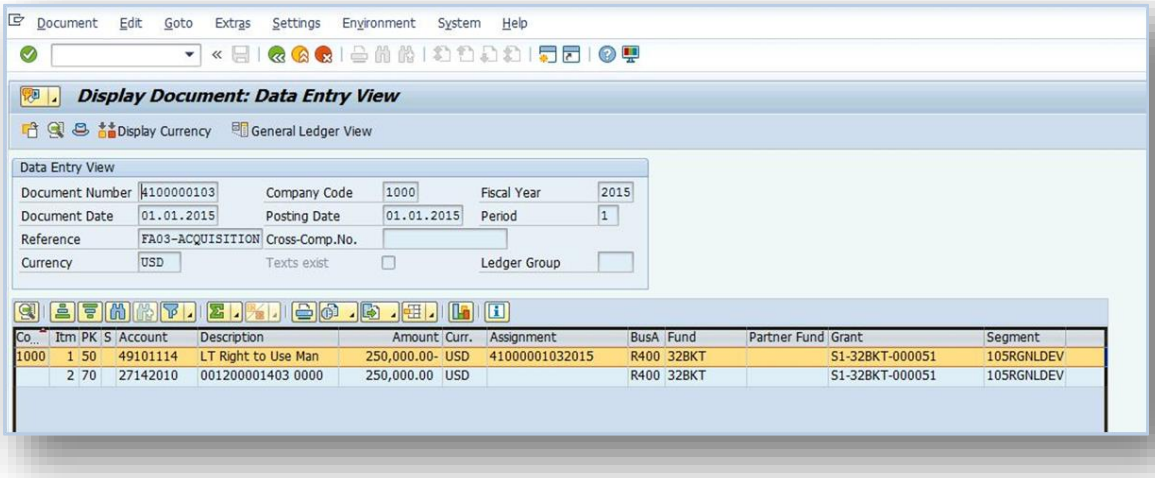
   Note: Review each line and ensure that all Account Assignments, GL Accounts, Commitment Items and amounts are correct.
5. Click the **Enter** icon


Document Edit Goto Extras Settings Environment System Help
Display Document: General Ledger View
Display Currency
Entry View
Other Ledger
Data Entry View
Document Number 4100000103 Company Code 1000 Fiscal Year 2015
Document Date 01.01.2015 Posting Date 01.01.2015 Period 1
Reference FA03-ACQUISITION Cross-Comp.No.
Currency USD Texts exist Ledger Group
Ledger 0L
Doc. 4100000103 FiscalYear 2015 Period 1
Co... Itm L.Item PK S Account Description Amount Curr. Assignment BusA Fund Partner Fund Grant Segment
1000 1 000001 50 49101114 LT Right to Use Man 250,000.00- USD 4100001032015 R400 32BKT S1-32BKT-000051 105RGNLDI
2 000002 70 27142010 001200001403 0000 250,000.00 USD R400 32BKT S1-32BKT-000051 105RGNLDI

6. Select **Environment** > **Document Environment** > **Accounting Documents** from the **Menu** bar

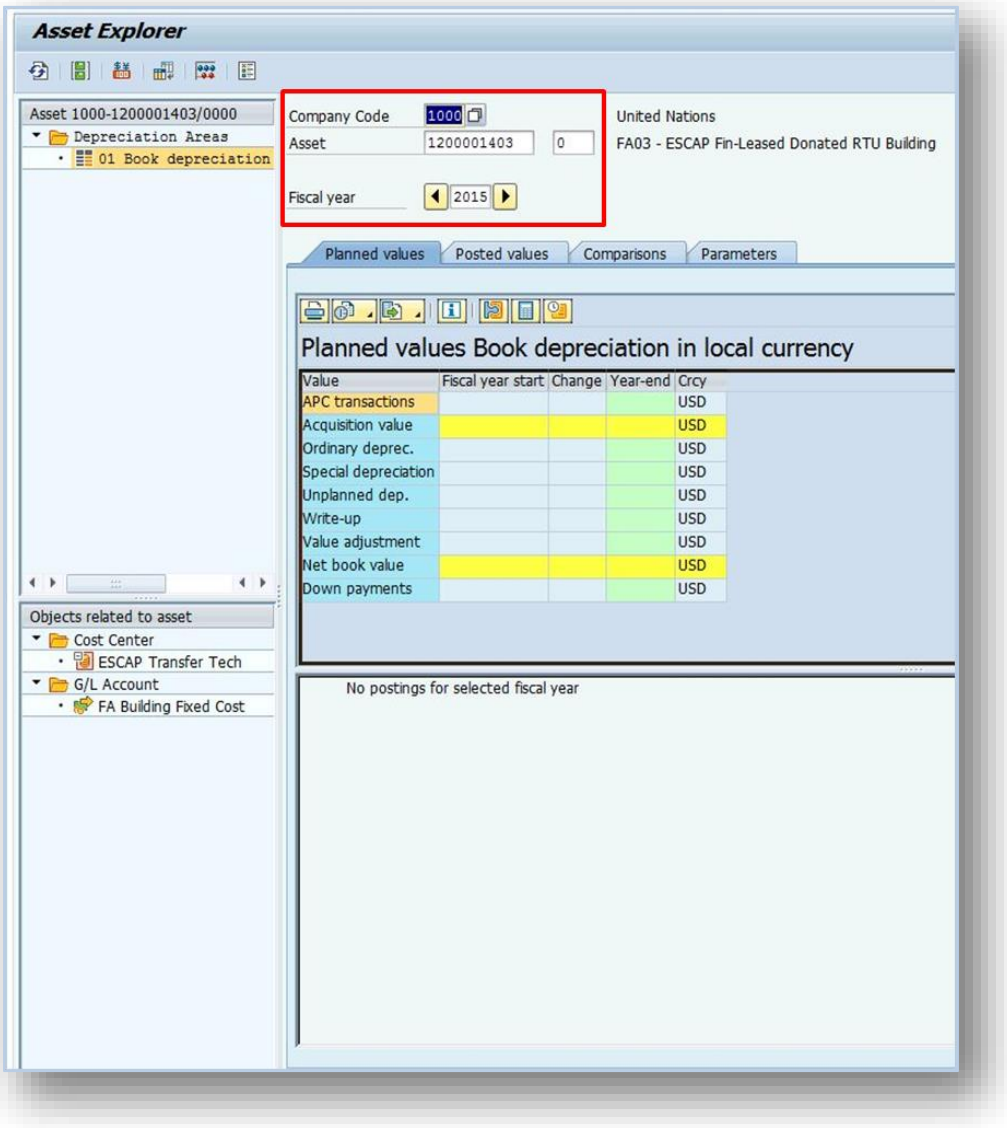

Document Edit Goto Extras Settings Environment System Help
Display Document: Data Entry View
Display Currency
General Ledger View
Data Entry View
Document Number 4100000103
Company Code 1000
Fiscal Year 2015
Document Date 01.01.2015
Posting Date 01.01.2015
Period 1
Reference FA03-ACQUISITION
Cross-Comp.No.
Currency USD
Texts exist
Ledger Group
Co Itm PK S Account Description Amount Curr. Assignment BusA Fund Partner Fund Grant Segment
1000 1 50 49101114 LT Right to Use Man 250,000.00- USD 41000001032015 R400 32BKT S1-32BKT-000051 105RGNLDEV
2 70 27142010 001200001403 0000 250,000.00 USD R400 32BKT S1-32BKT-000051 105RGNLDEV

7. Selected document appears in **Data Entry View** section
8. Repeat steps 2 and 3 for the current document
9. The **General Ledger View** screen is displayed

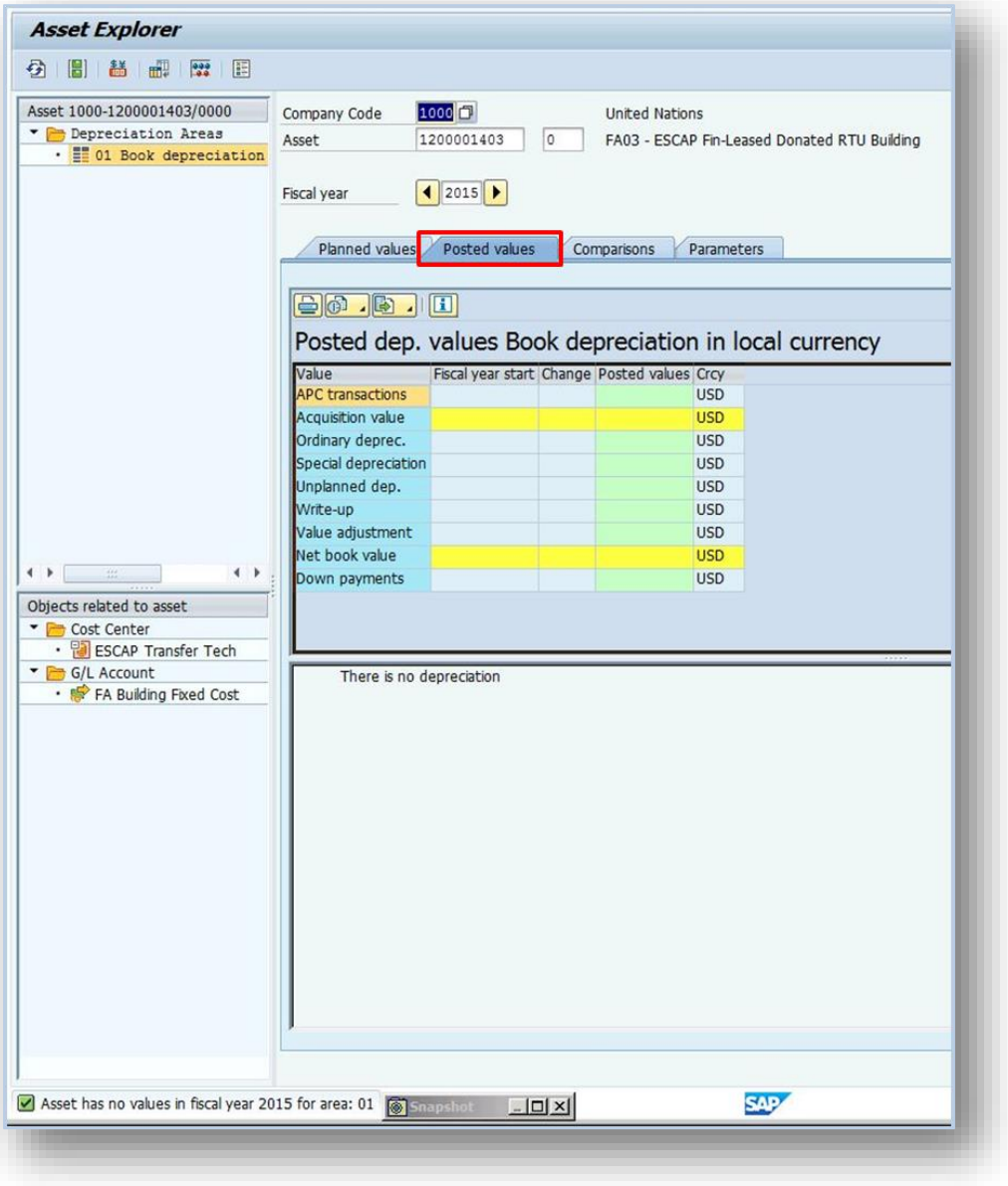

Document Edit Goto Extras Settings Environment System Help
Display Document: Data Entry View
Display Currency
General Ledger View
Data Entry View
Document Number 4100000103
Company Code 1000
Fiscal Year 2015
Document Date 01.01.2015
Posting Date 01.01.2015
Period 1
Reference FA03-ACQUISITION
Cross-Comp.No.
Currency USD
Texts exist
Ledger Group
Co Itm PK S Account Description Amount Curr. Assignment BusA Fund Partner Fund Grant Segment
1000 1 50 49101114 LT Right to Use Man 250,000.00- USD 41000001032015 R400 32BKT S1-32BKT-000051 105RGNLDEV
2 70 27142010 001200001403 0000 250,000.00 USD R400 32BKT S1-32BKT-000051 105RGNLDEV

Once the lease is capitalized you may reviewn the asset posted. Follow the steps below to review the Fixed Asset Posted and Planned Depreciation:

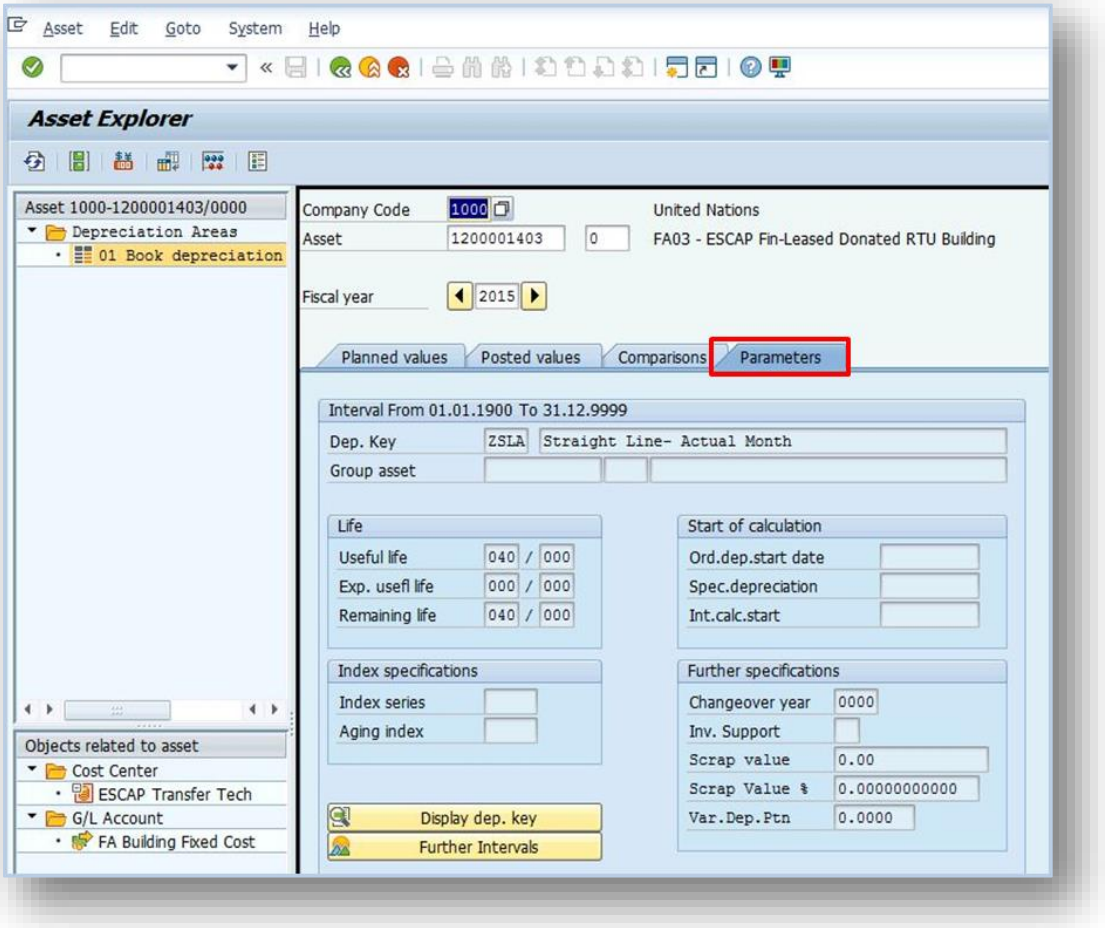
1. Populate the following fields in the **Asset Explorer** screen:
   - **Company Code**
   - **Asset**: Asset number
   - **Asset Subnumber**
   - **Fiscal Year**
2. Click the **Enter** icon



3. Click the **Posted Values** tab
4. The planned and posted depreciation for each period in the selected year is displayed on the bottom panel



5. Verify that the posted and planned depreciation is properly calculated according to the asset net book value and remaining useful life



After capitalizing the fixed asset, the Facilities Planner user in Real Estate will create the corresponding Real Estate objects and link the fixed asset.

For more information reference Real Estate Portfolio Management Course CS325.

* * * *

Module 3: Depreciation of Assets

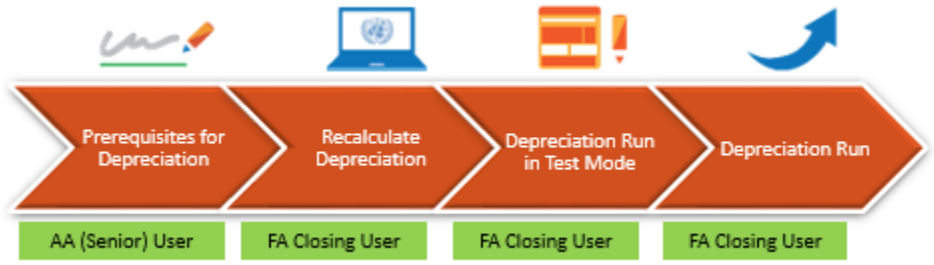
UN will depreciate assets on monthly basis. Both Depreciation and Impairment Loss are recorded in the General Ledger when a depreciation run is completed at the end of the month. The accounting entries that will be posted are:

Depreciation | **Impairment Loss**

Debit (+)	Credit (-)
Depreciation Expense	Accumulated Depreciation (Balance Sheet)

Debit (+)	Credit (-)
Impairment Loss	Accumulated Impairment (Balance Sheet)

Depreciation of Assets: Process



- Completed AuCs Settled
- Useful Life Updated
- Good Receipts Completed
- Impairments Recorded
- Transfers Recorded
- Retirements Recorded

All of these steps are preparatory steps that should be taken by each entity to ensure that their fixed asset records are up-to-date before depreciation is run.

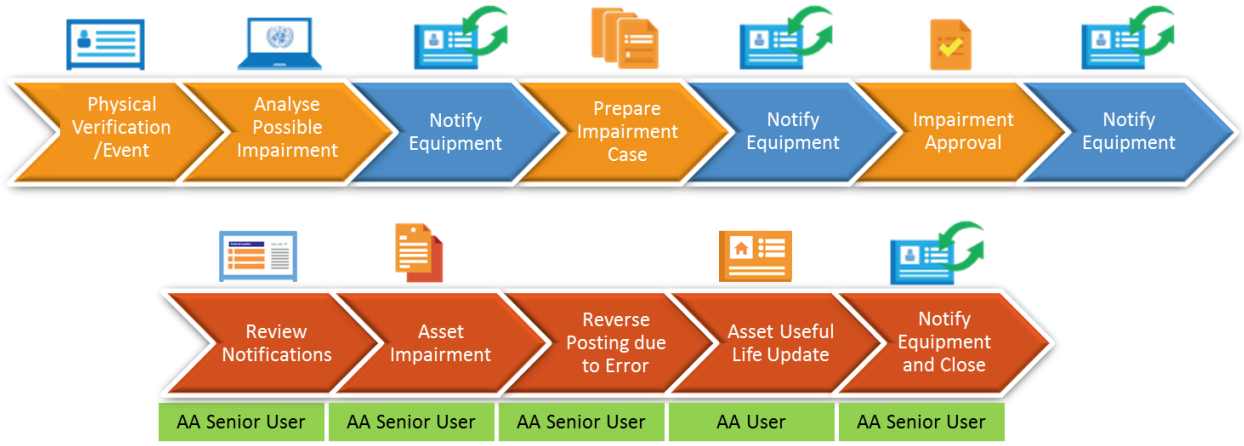
Depreciation runs are processed by a select few users for the transactional steps please refer to the appendix.

Module 4: Impairment of Fixed Asset

This module includes the following key points:

- The impairment of fixed assets is performed using the T-code **ABAA**
- When an asset has been impaired, the Asset Accounting Senior User is informed to record it in the asset master record
- In Umoja impairment is considered as an Unplanned Depreciation. Thus the screens in this section contain “Unplanned Depreciation” in the header
- Within the Unplanned Depreciation screen, Transaction Types called “Special Depreciation” indicate impairment. Thus on the Asset Explorer screen, the user will find the impairment values in the “Special Depreciation” line
- Transaction type 620 and 630 are used to record impairment. Transaction 620 relates to assets acquired in previous calendar year while 630 relates to asset acquired in current calendar year. For example, If an asset acquired in December 2013 is impaired in January 2014, transaction 620 will be used even though both December 2013 and January 2014 fall in the fiscal year
- The process to impair assets is as follows. This process involves the Asset Accounting Senior User:

Impairment of Fixed Asset



The Impairment Process starts with Physical Verification/Event

Damage to an asset may be identified as part of the physical verification or triggered by a specific event.

Analyse Possible Impairment

A determination needs to be made as to whether the asset can be repaired and if so, whether the repair will bring it to the same level of service.

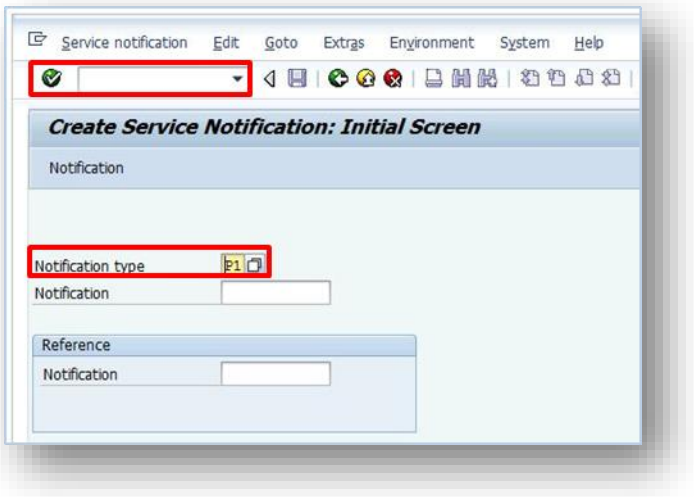
Notify Equipment

The Plant Maintenance User creates Equipment notification **IW51** for each equipment that should to be impaired - notification type “PW”, coding group “UNWRTOFF”, code “UN09”. If a repair is involved, notification type “P1” will be created with a task to create a notification type “PW” if an impairment is also needed.

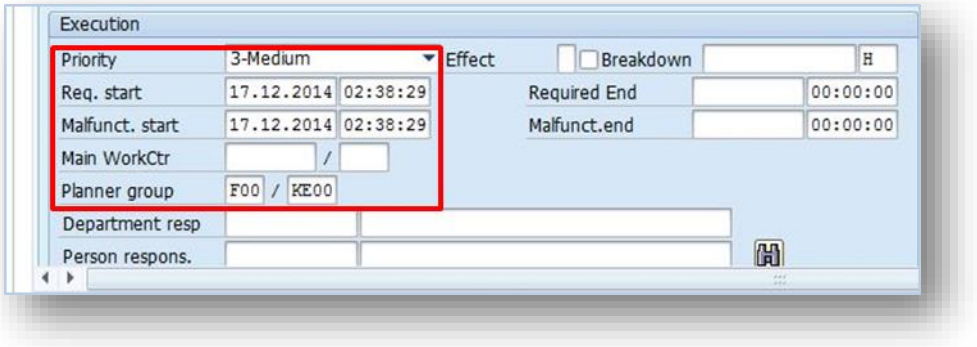
Real Estate Object status will be updated to indicate it should be impaired.

The process to create notification is as follows:

1. Enter **IW51** in the **Command** field
2. Click the **Enter** icon. The **Create Service Notification: Initial Screen** is displayed
3. Choose **Notification type** and click the **Enter** icon

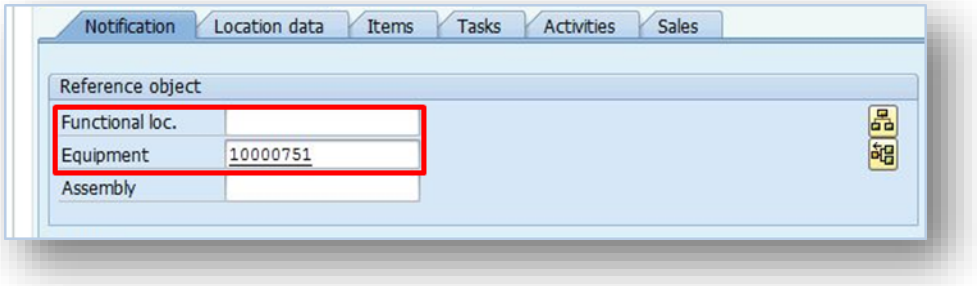


4. In the **Notification** tab, populate the following fields:
   - Under the **Execution** section:
     - **Planner group**
     - **Priority**
     - **Req. start:** If the **Priority Change** pop-up window is displayed asking to specify new dates, click **No**
     - **Main WorkCtr**: This is a required field for the creation of Work orders, but not required for requesting the assignment of an equipment



- Under the **Reference Object** section:
  - **Functional loc.** And / or **Equipment**: If these fields are not known, user may use the SAP lookup facility

    Note: The **Object Information** pop-up window will be displayed if there are any outstanding notifications or work orders for the same equipment. Click the **OK** icon to exit.

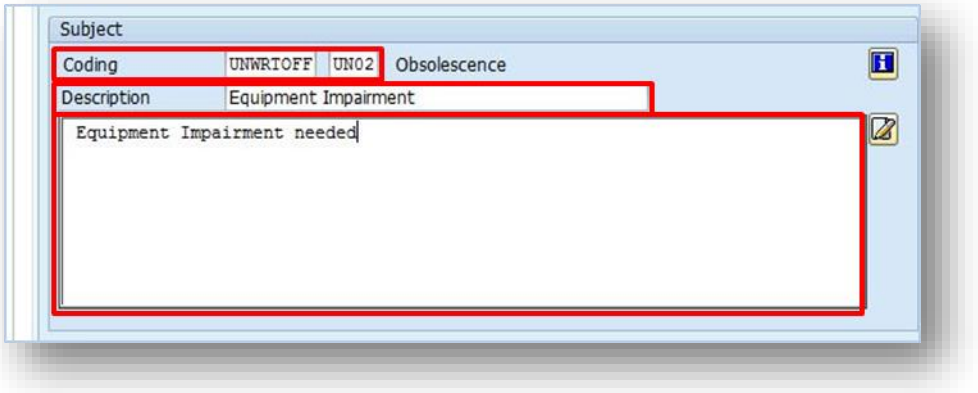


Note:

For requesting the assignment of an equipment the above information are optional / not required.

For requesting disposal of items held in inventory which are not equipment, the above information is not required.

- Under the **Subject** section:
  - **Coding**: To describe the type of maintenance that is needed for this notification
  - **Description**: Enter a short description of the notification in the **Description** field Enter the description details in the text box under the **Description** field

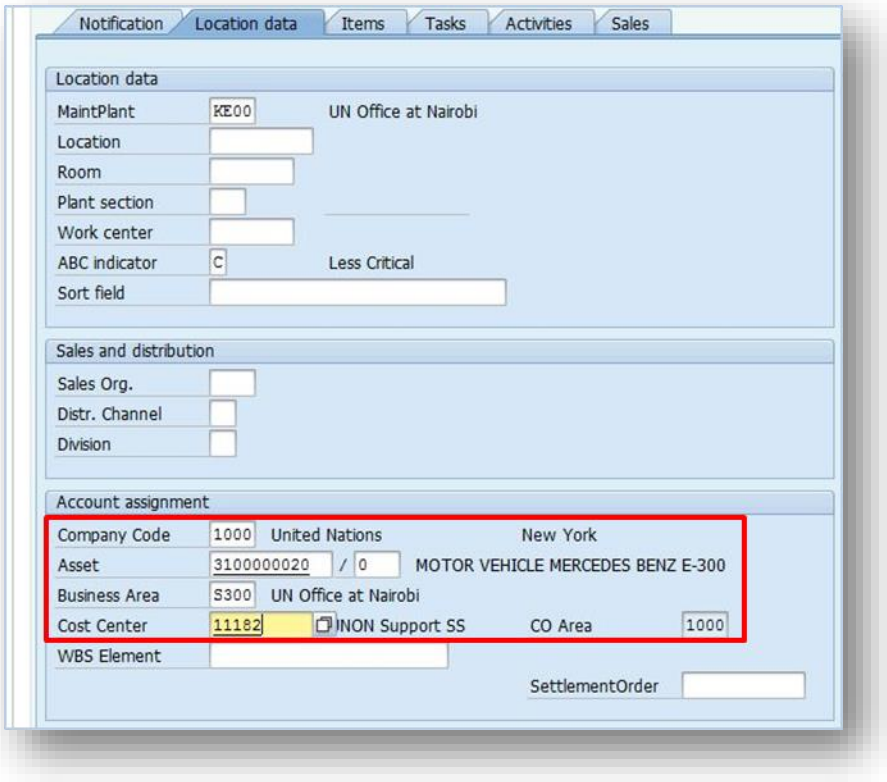


5. Click on the **Location Data** tab

   Note: If you have provided the equipment number or functional location in the **Notification** tap, some or all of the below information will be pre-populated based on the equipment master record and will need to be updated to reflect financial details of Funding source.

6. Populate the following fields:

   - Under the **Account Assignment** section:
     - **Company Code**
     - **Business Area**: Where tasks are carried out. This is applicable only if the Business Area field is available
     - **Cost Centre**: The one that is responsible for the charges resulting from the maintenance activities. In case of request for equipment assignment, this would be the requesting Cost Centre
     - **Asset**: In certain cases (i.e. maintenance of functional location), the maintenance cost could be charged against asset, so the asset number has to be specified



7. Click the **Save** button to save the notification

Prepare Impairment Case

Process is applied to determine the impairment amount and any other information to prepare the impairment case.

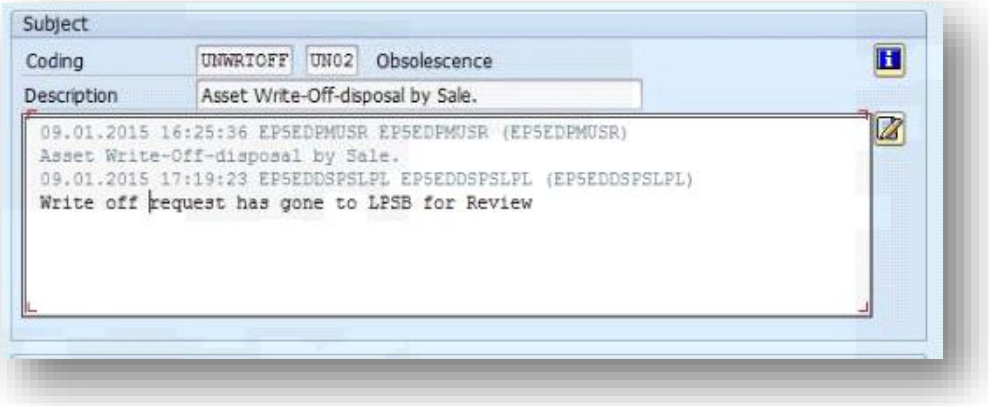
Notify Equipment/Real Estate Object

Plant Maintenance User updates Equipment notification status **IW52** to indicate that case has been submitted for approval and throughout the different status in the approval process. Real Estate Object status will be updated to indicate that case has been submitted for approval and throughout the different status in the approval process.

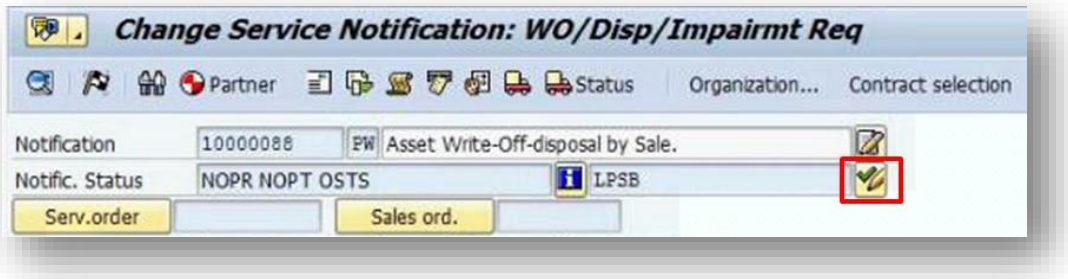
The process to update notification status is as follows:

1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Service Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon

5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process



6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed



7. Select **Status and** click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Impairment Approval

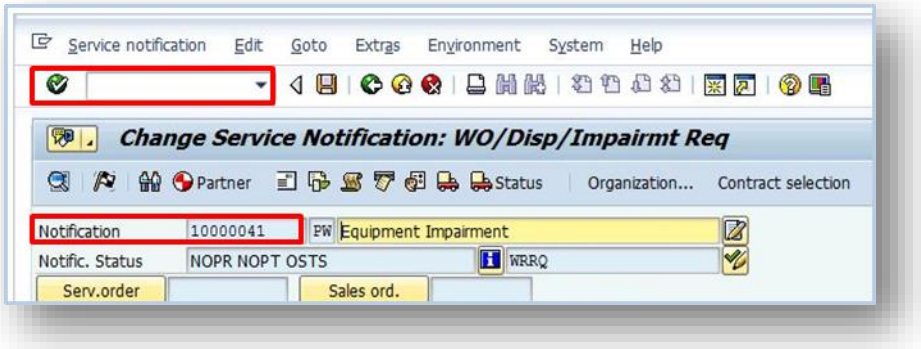
Administrative process is followed up to the point when approval is given by the authority with Property Management Delegation.

Notify Equipment/Real Estate Object

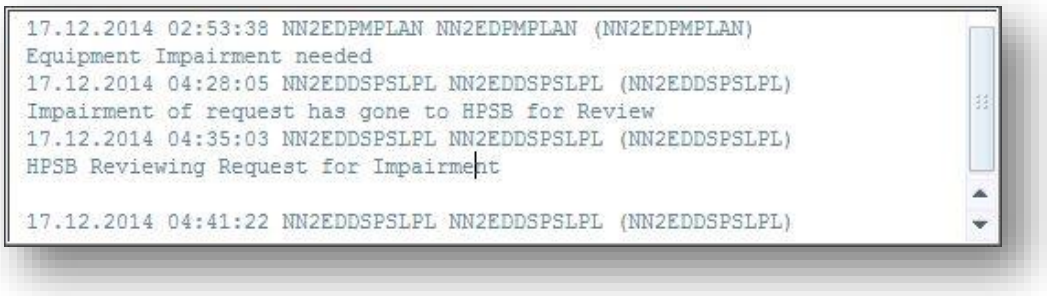
Plant Maintenance User updates Equipment notification status **IW52** to indicate that case has been approved (REWA Review Approved). Real Estate Object status will be updated to indicate that case has been approved.

The process to update notification status is as follows:

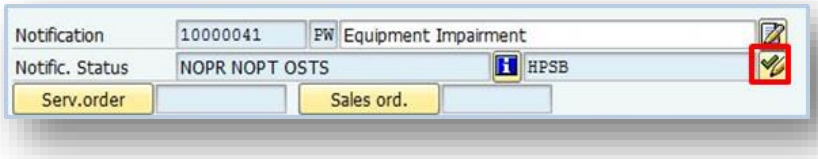
1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon



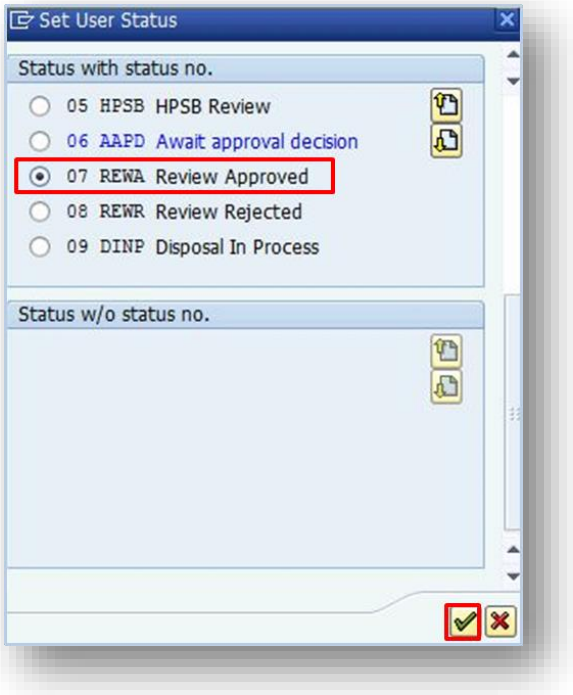
5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process


17.12.2014 02:53:38 NN2EDPMPLAN NN2EDPMPLAN (NN2EDPMPLAN)
Equipment Impairment needed
17.12.2014 04:28:05 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)
Impairment of request has gone to HPSB for Review
17.12.2014 04:35:03 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)
HPSB Reviewing Request for Impairment
17.12.2014 04:41:22 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)

6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed



7. Select **HPSB HPSB Review**
8. Click the **OK** button


Set User Status
Status with status no.
05 HPSB HPSB Review
06 AAPD Await approval decision
07 REWA Review Approved
08 REWR Review Rejected
09 DINP Disposal In Process
Status w/o status no.

9. The notification status is successfully change

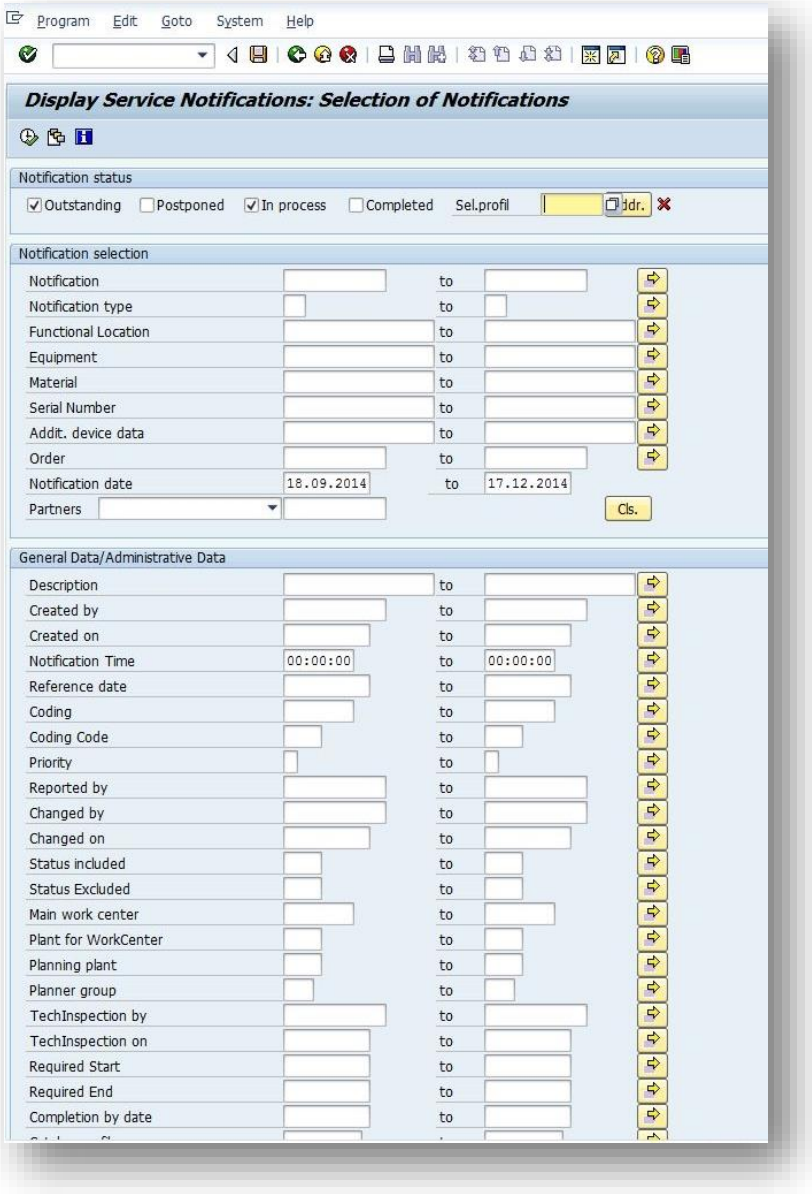
10. Click the **Save** button

Receive Notification on Impairment, T-code IW59

To search the notifications, execute transaction **IW59**. Using this transaction, you can also run a report and find open notifications.

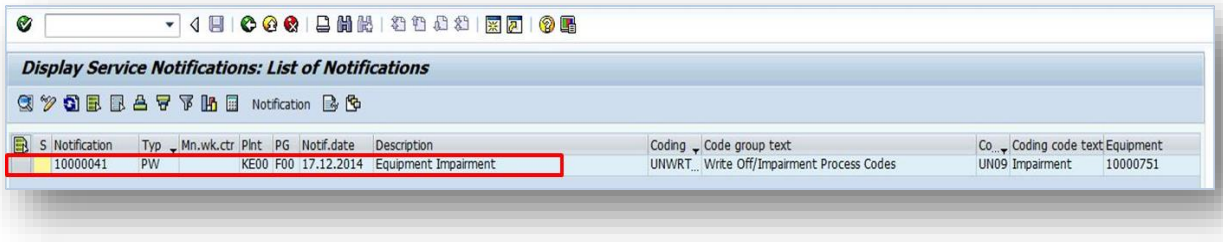
- Identify the approved assets for impairment by running notifications report (with variant), including:
  - Type = **PW**
  - Coding = **UNWRIOFF-UN09**
  - Status = **REWA Review Approved**
  - Asset number = **Not Blank**

- The impairment financial entry is the last step in the impairment notification, therefore, all notifications in the query are still pending

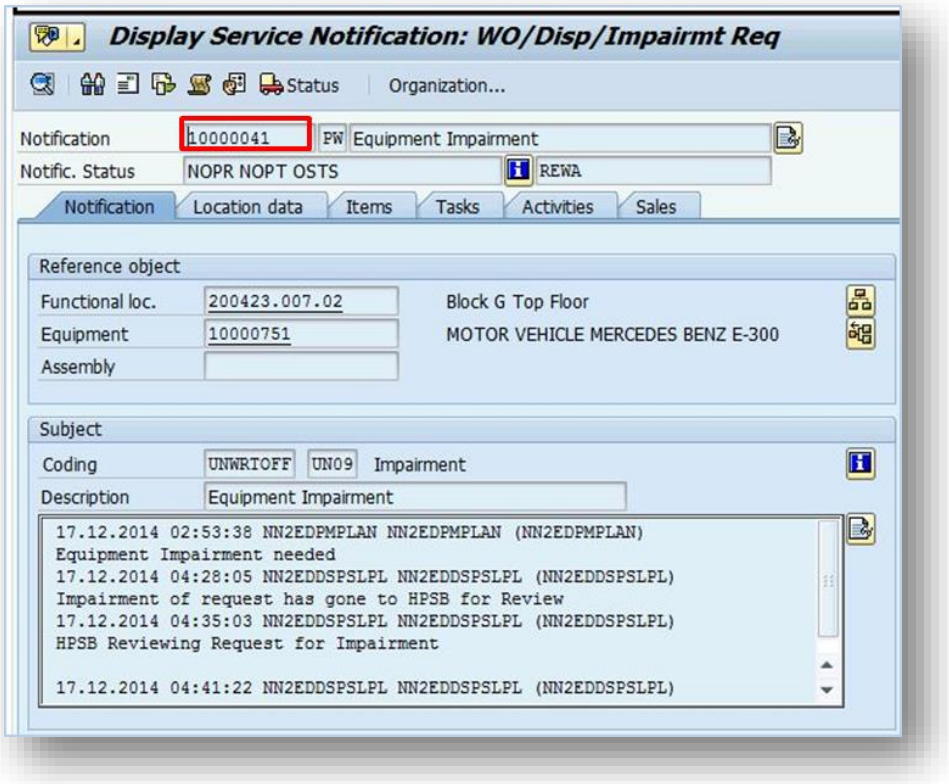


Note: Before posting the retirement, verify if de-recognized date is NOT populated.

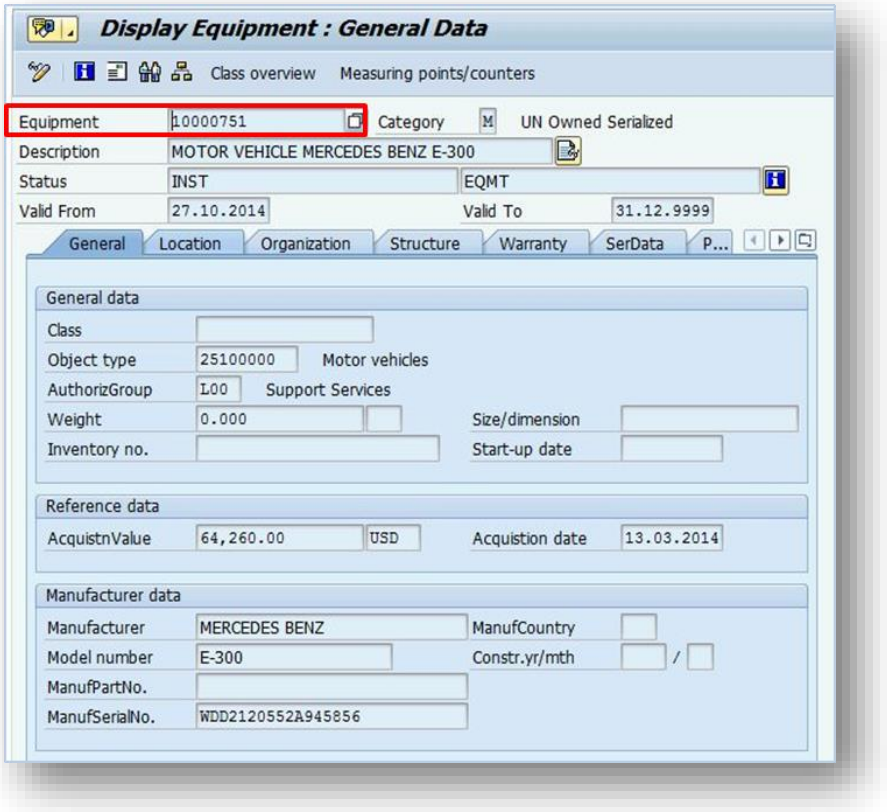
Report is displayed showing all open notifications based on the entered selection parameters.


Display Service Notifications: List of Notifications
Notification
S Notification Typ Mn.wk.ctr Plnt PG Notif.date Description Coding Code group text Co... Coding code text Equipment
10000041 PW KE00 F00 17.12.2014 Equipment Impairment UNWRT... Write Off/Impairment Process Codes UN09 Impairment 10000751

Note: Double-click the notification number from the list to review Notification details.


Display Service Notification: WO/Disp/Impairmt Req
Status
Organization...
Notification 10000041 PW Equipment Impairment
Notific. Status NOPR NOPT OSTS REWA
Notification Location data Items Tasks Activities Sales
Reference object
Functional loc. 200423.007.02 Block G Top Floor
Equipment 10000751 MOTOR VEHICLE MERCEDES BENZ E-300
Assembly
Subject
Coding UNWRTOFF UN09 Impairment
Description Equipment Impairment
17.12.2014 02:53:38 NN2EDPMPLAN NN2EDPMPLAN (NN2EDPMPLAN)
Equipment Impairment needed
17.12.2014 04:28:05 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)
Impairment of request has gone to HPSB for Review
17.12.2014 04:35:03 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)
HPSB Reviewing Request for Impairment
17.12.2014 04:41:22 NN2EDDSPSLPL NN2EDDSPSLPL (NN2EDDSPSLPL)

Note: Double-click the equipment number to verify the status of the Equipment.



Post Impairment Value, T-code ABAA

In Umoja, impairment is considered as an Unplanned Depreciation. Thus, the screens in this section contain “Unplanned Depreciation” in the header.

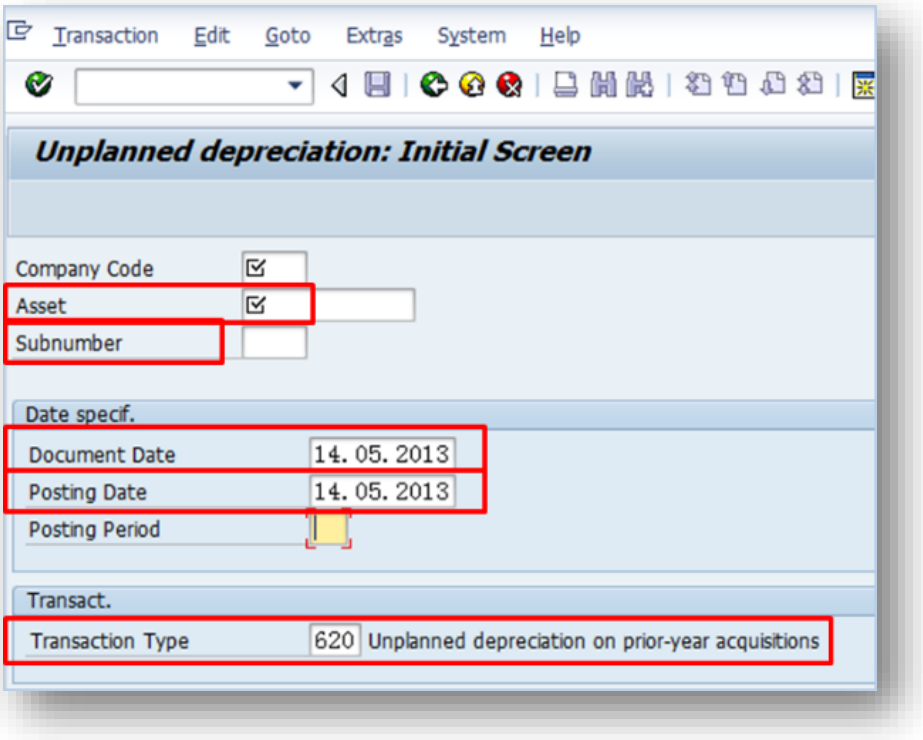
Within the Unplanned Depreciation screen, Transaction Types called “Special Depreciation” indicate impairment. Thus on the Asset Explorer screen, the user will find the impairment values in the “Special Depreciation” line.

Transaction type 620 and 630 are used to record impairment. Transaction 620 relates to assets acquired in previous calendar year while 630 relates to asset acquired in current calendar year. For example, if an asset acquired in December 2013 is impaired in January 2014, transaction 620 will be used even though both December 2013 and January 2014 fall in the fiscal year.

To post the impairment value, enter the T-code **ABAA** in the commad field. On the **Unplanned Depreciation** initial screen, enter the following details:

1. Populate the required information in the following fields:
    - **Asset Number**: Relevant asset number
    - **Asset Sub-Number**: Relevant asset sub-number
    - **Document Date**: Approval document date
    - **Posting Date**: When the impairment will be effective from
    - **TType**: Transaction Type
        - Assets acquired in the prior year: **620**

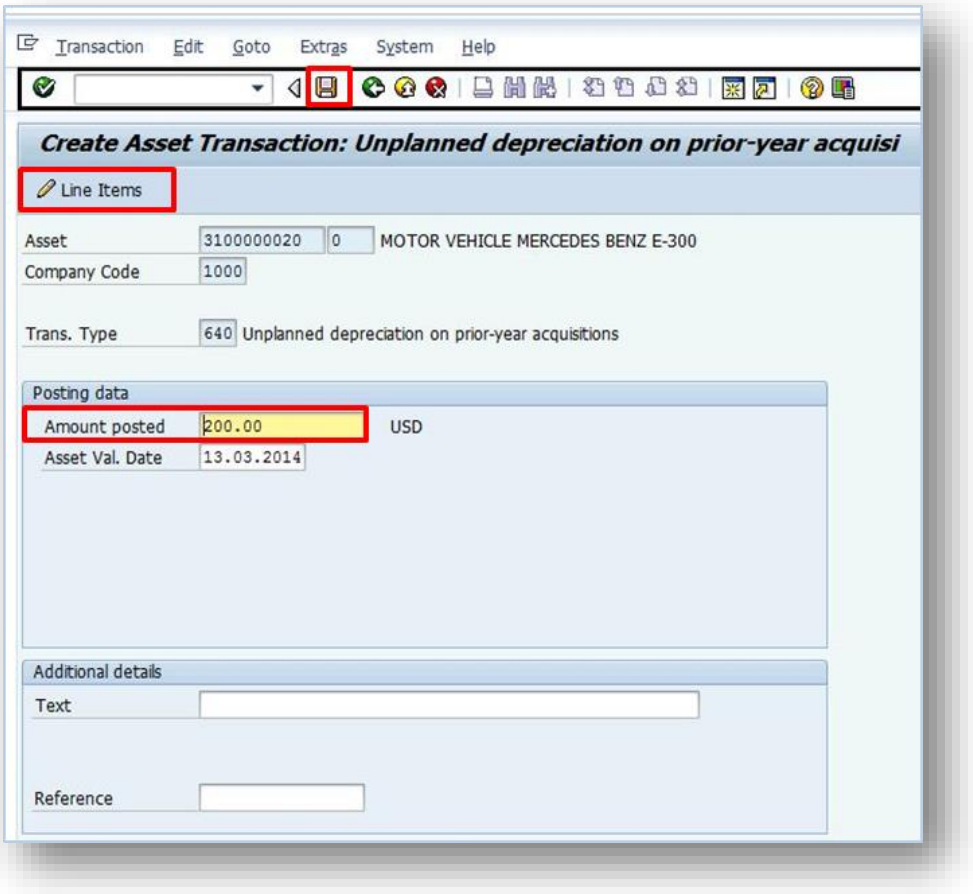
- Assets acquired in the current year: **630**



2. Enter the impairment amount in **the Amount Posted** field, on the **Create Asset Transaction** screen
3. Click the **Line Items** button
4. Note **the Transaction Type** and **Amount**
5. Click the **Save** button to post the impairment. A document number is generated

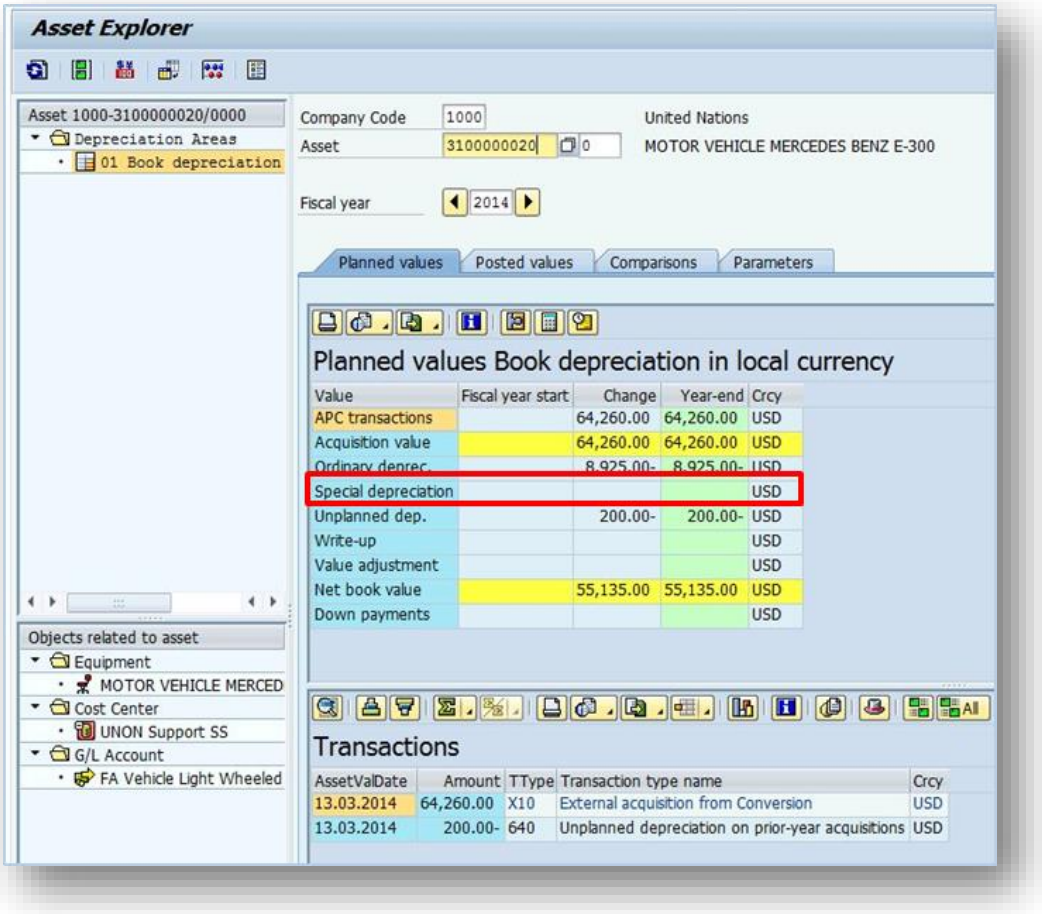
Note:

There is no workflow in this T-code.



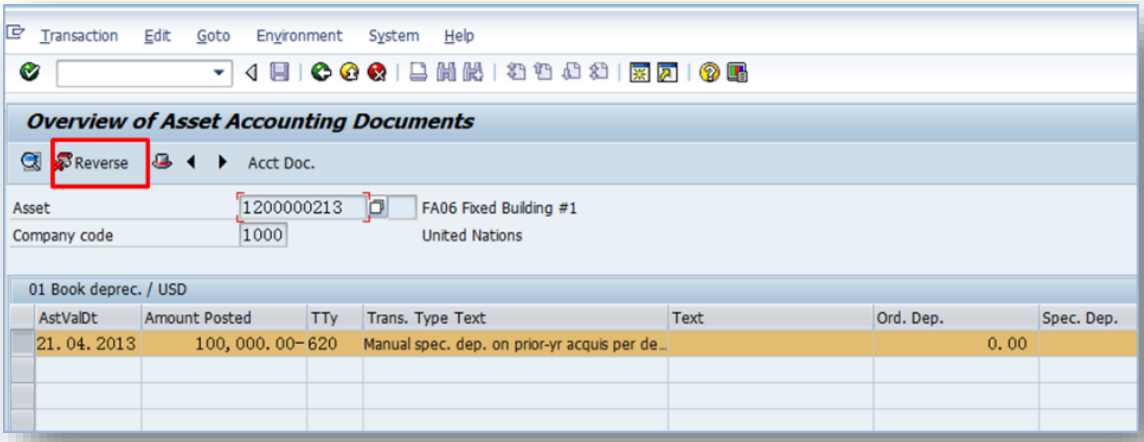
Review the Impaired Value, T-code AW01N

Review the **Special depreciation** value in the **Asset Explorer** using the T-code **AW01N**.


Asset Explorer
Asset 1000-3100000020/0000
Depreciation Areas
01 Book depreciation
Company Code 1000
United Nations
Asset 3100000020 0
MOTOR VEHICLE MERCEDES BENZ E-300
Fiscal year 2014
Planned values
Posted values
Comparisons
Parameters
Planned values Book depreciation in local currency
Value | Fiscal year start | Change | Year-end | Crcy
APC transactions | 64,260.00 | 64,260.00 | USD
Acquisition value | 64,260.00 | 64,260.00 | USD
Ordinary deprec. | 8,925.00- | 8,925.00- | USD
Special depreciation | USD
Unplanned dep. | 200.00- | 200.00- | USD
Write-up | USD
Value adjustment | USD
Net book value | 55,135.00 | 55,135.00 | USD
Down payments | USD
Objects related to asset
Equipment
MOTOR VEHICLE MERCED
Cost Center
UNON Support SS
G/L Account
FA Vehicle Light Wheeled
Transactions
AssetValDate | Amount | TType | Transaction type name | Crcy
13.03.2014 | 64,260.00 | X10 | External acquisition from Conversion | USD
13.03.2014 | 200.00- | 640 | Unplanned depreciation on prior-year acquisitions | USD

Reverse the Posting if due to Error, T-code AB08

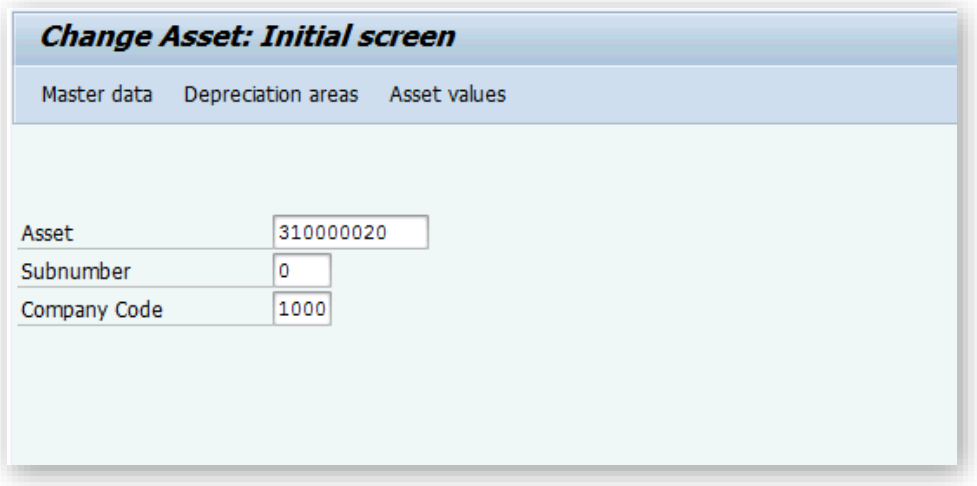
If the postings are not correct the Asset Accountant Senior User can reverse the posting. Follow the below steps to reverse the previous posting:


Transaction Edit Goto Environment System Help
Overview of Asset Accounting Documents
Reverse
Acct Doc.
Asset 1200000213 FA06 Fixed Building #1
Company code 1000 United Nations
01 Book deprec. / USD
AstValDt | Amount Posted | TTy | Trans. Type Text | Text | Ord. Dep. | Spec. Dep.
21. 04. 2013 | 100, 000. 00- | 620 | Manual spec. dep. on prior-yr acquis per de... | 0. 00

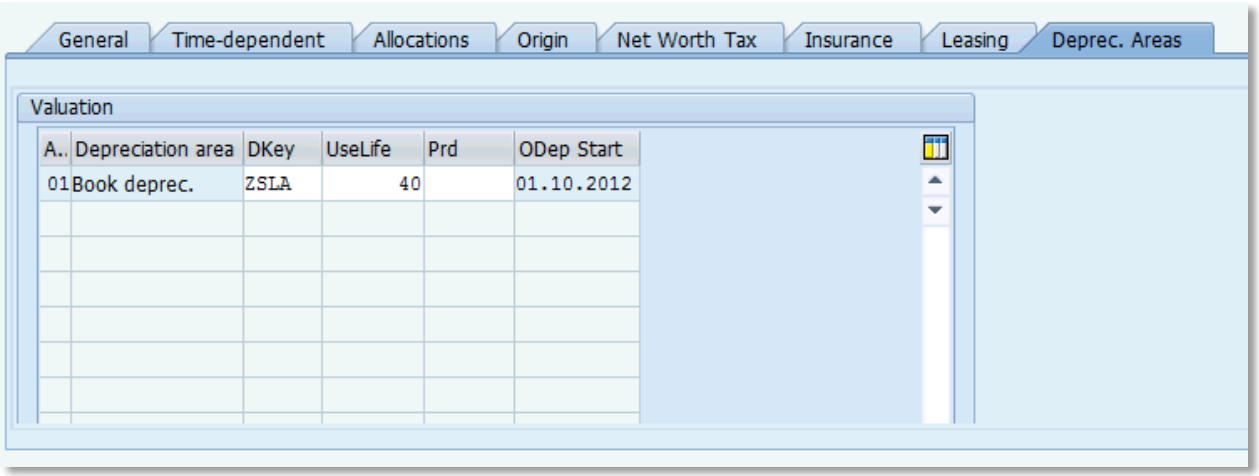
Revise Useful Life, T-code AS02

The Asset Reviewer revises the estimated useful life of the asset in the asset master record using the T-code **AS02** if necessary.

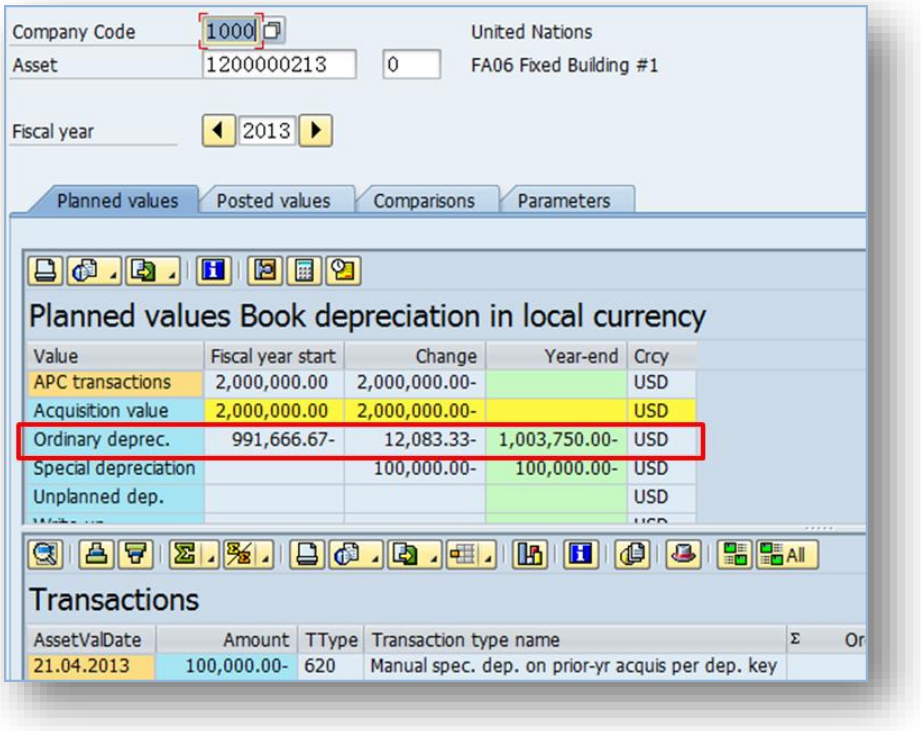
Enter the Asset Number for the asset that has just been impaired.



Click on the Deprec. Areas tab to update the UseLife field if necessary.



If the useful life is adjusted, use the T-code **AW01N** to verify if the **Ordinary depreciation** Amount is adjusted, based on the change in useful life.



Notify Equipment/ RE Object, T-code IW22

Equipment notification is updated to indicate that impairment has been recorded. It will not be possible to close the notification until the task for financial entry has been completed

* * * *

Module 5: Transfer the Fixed Asset

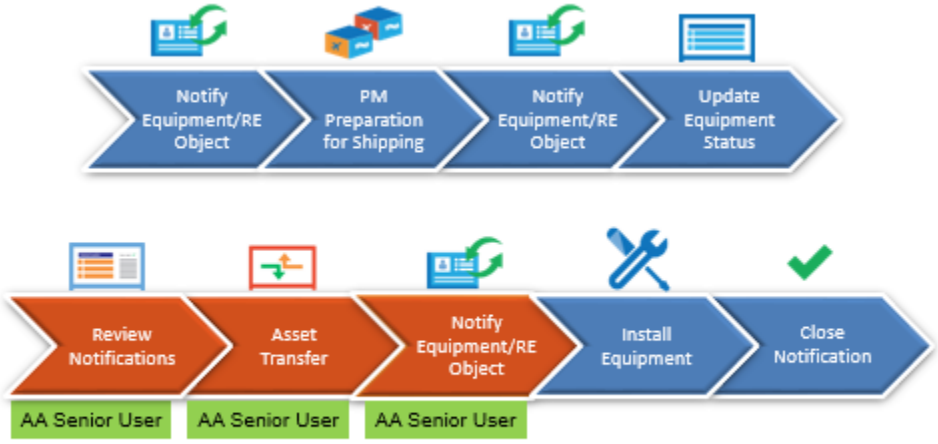
This module includes the following key points:

The Asset Transfer process involves physical movement of fixed assets, or the transfer of ownership for real estate and intangible assets. In UN, transfer of assets involves the following scenarios:

- Transfer of assets between Umoja Entities/Business Areas
- Transfer of assets between funds, segments, and grants

The process to transfer an asset differs depending on if the asset involves inventory management or not. If the asset involves inventory management, there is an alternative process (Refer to training LE Inventory Management course).

Asset Transfer without Inventory Management



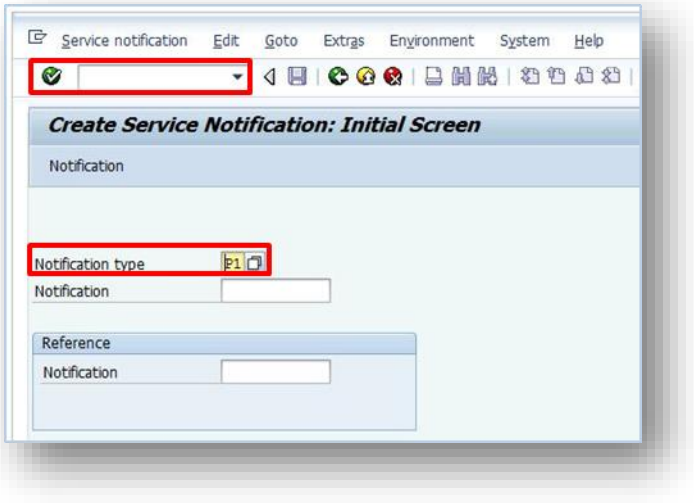
Notify Equipment/Real Estate Object

Plant Maintenance User creates Equipment notification **IW51** for each equipment that should to be transferred. The long description in the notification should indicate the coding block of the destination. The notification will have a task to ensure that the financial transfer has been entered. Notification type is "P1" and code "**UNASSN-UN03**"

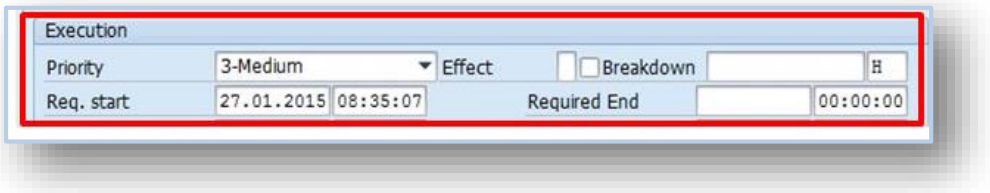
Real Estate Object status will be updated to indicate it should be transferred.

The process to create notification is as follows:

1. Enter **IW51** in the **Command** field
2. Click the **Enter** icon. The **Create Service Notification: Initial Screen** is displayed
3. Choose **Notification type** and click the **Enter** icon

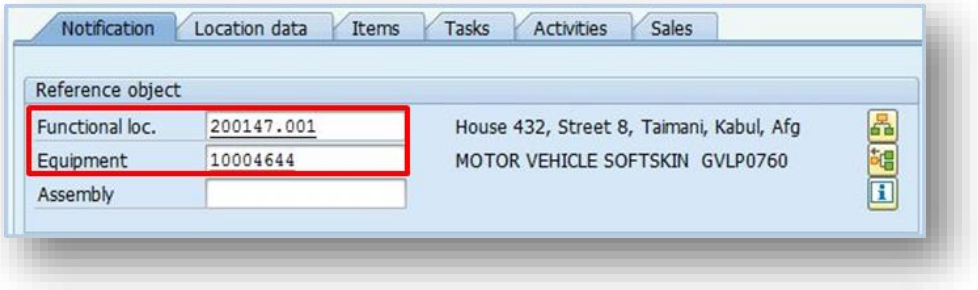


4. In the **Notification** tab, populate the following fields:
   - Under the **Execution** section:
     - **Planner group**
     - **Priority**
     - **Req. start:** If the **Priority Change** pop-up window is displayed asking to specify new dates, click **No**
     - **Main WorkCtr**: This is a required field for the creation of Work orders, but not required for requesting the assignment of an equipment



   - Under the **Reference Object** section:
     - **Functional loc.** and/or **Equipment**: If these fields are not known, user may use the SAP lookup facility

       Note: The **Object Information** pop-up window will be displayed if there are any outstanding notifications or work orders for the same equipment. Click the **OK** icon to exit.

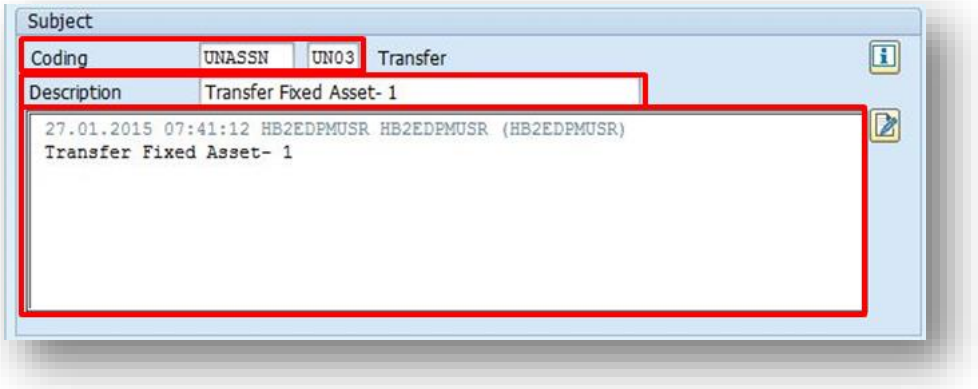


Note:

For requesting the assignment of an equipment the above information are optional / not required.

For requesting disposal of items held in inventory which are not equipment, the above information is not required.

- Under the **Subject** section:
  - **Coding**: To describe the type of maintenance that is needed for this notification
  - **Description**: Enter a short description of the notification in the **Description** field. Enter the description details in the text box under the **Description** field

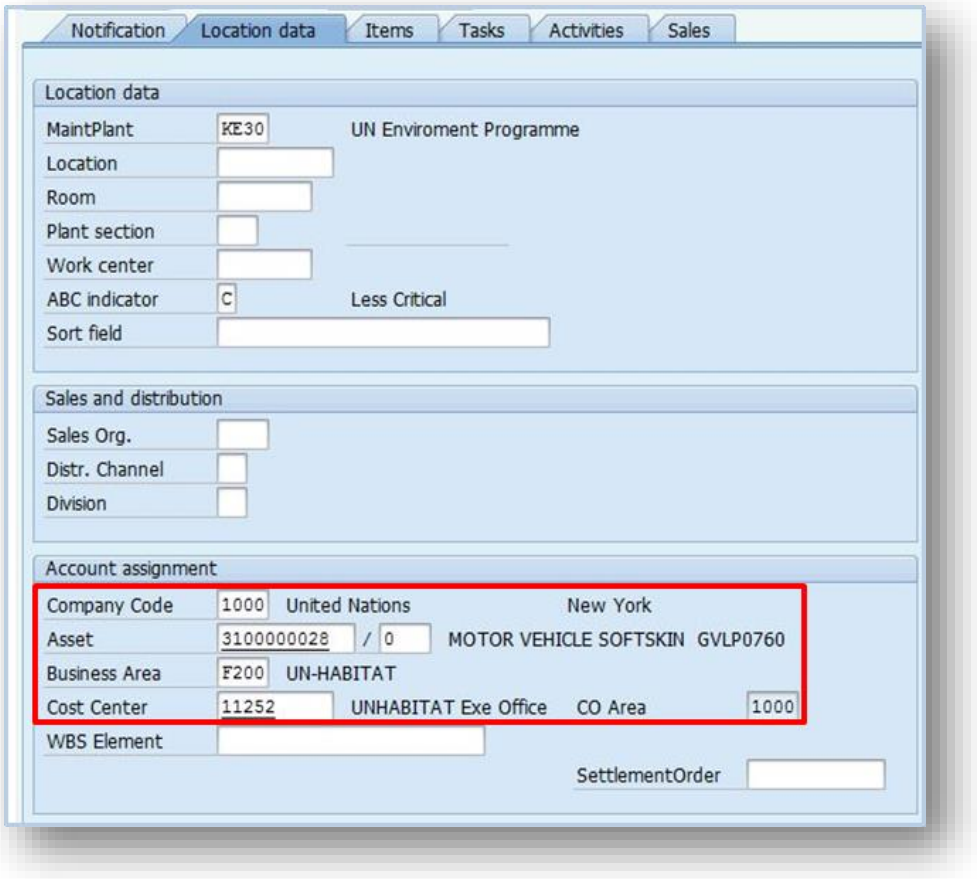


5. Click on the **Location Data** tab

   Note: If you have provided the equipment number or functional location in the **Notification** tap, some or all of the below information will be pre-populated based on the equipment master record and will need to be updated to reflect financial details of Funding source.

6. Populate the following fields:
   - Under the **Account Assignment** section:
     - **Company Code**
     - **Business Area**: Where tasks are carried out. This is applicable only if the Business Area field is available

- **Cost Centre**: The one that is responsible for the charges resulting from the maintenance activities. In case of request for equipment assignment, this would be the requesting Cost Centre
- **Asset**: In certain cases (i.e. maintenance of functional location), the maintenance cost could be charged against asset, so the asset number has to be specified



7. Click the **Save** button to save the notification

PM Preparation for Shipping

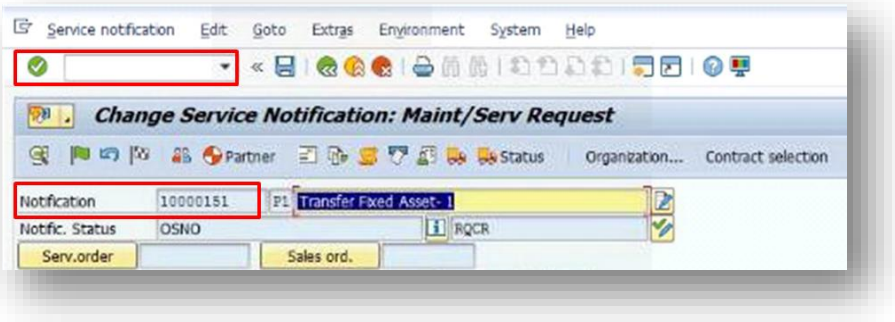
Notify Equipment/Real Estate Object

Equipment notification status is updated once it is approved and then assigned.

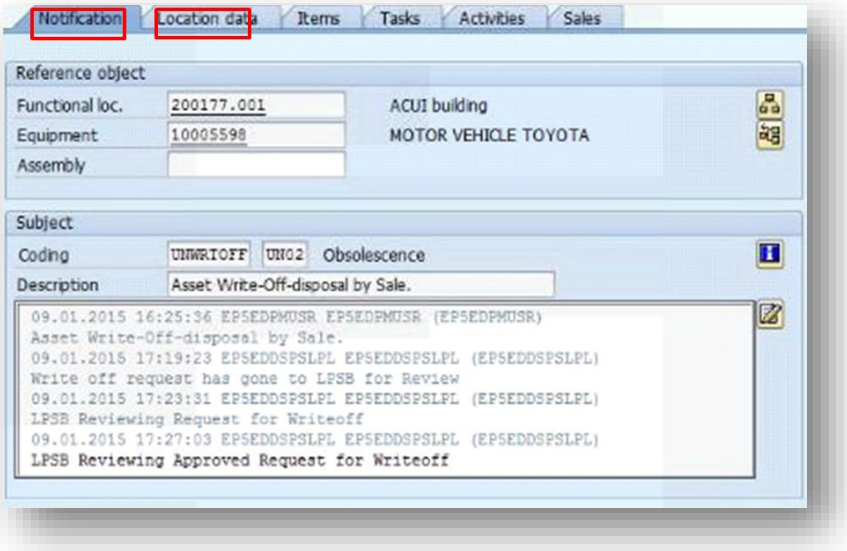
Real Estate Object status will be updated to indicate that transfer has taken place.

The process to approve notification status is as follows:

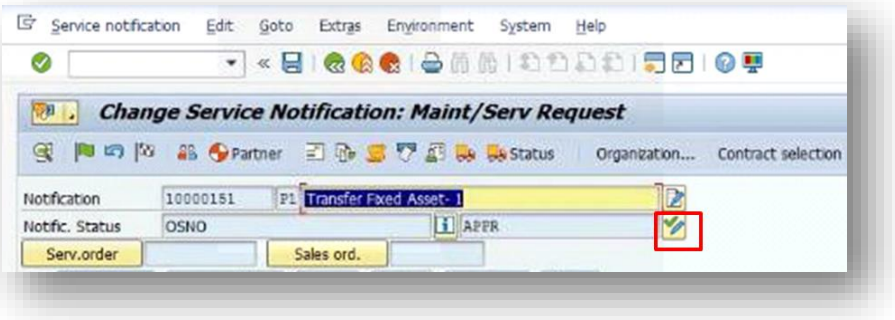
1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon


Service notification Edit Goto Extras Environment System Help
Change Service Notification: Maint/Serv Request
Partner Status Organization... Contract selection
Notification 10000151 P1 Transfer Fixed Asset- 1
Notific. Status OSNO RQCR
Serv.order Sales ord.

5. Review details from **Notification** and **Location** data tab


Notification Location data Items Tasks Activities Sales
Reference object
Functional loc. 200177.001 ACUI building
Equipment 10005598 MOTOR VEHICLE TOYOTA
Assembly
Subject
Coding UNWRITOFF UN02 Obsolescence
Description Asset Write-Off-disposal by Sale.
09.01.2015 16:25:36 EP5EDPMUSR EP5EDPMUSR (EP5EDPMUSR)
Asset Write-Off-disposal by Sale.
09.01.2015 17:19:23 EP5EDDSPSLPL EP5EDDSPSLPL (EP5EDDSPSLPL)
Write off request has gone to LPSB for Review
09.01.2015 17:23:31 EP5EDDSPSLPL EP5EDDSPSLPL (EP5EDDSPSLPL)
LPSB Reviewing Request for Writeoff
09.01.2015 17:27:03 EP5EDDSPSLPL EP5EDDSPSLPL (EP5EDDSPSLPL)
LPSB Reviewing Approved Request for Writeoff

6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed


Service notification Edit Goto Extras Environment System Help
Change Service Notification: Maint/Serv Request
Partner Status Organization... Contract selection
Notification 10000151 P1 Transfer Fixed Asset- 1
Notific. Status OSNO APPR
Serv.order Sales ord.

7. Select **Status and** click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Update Equipment Status

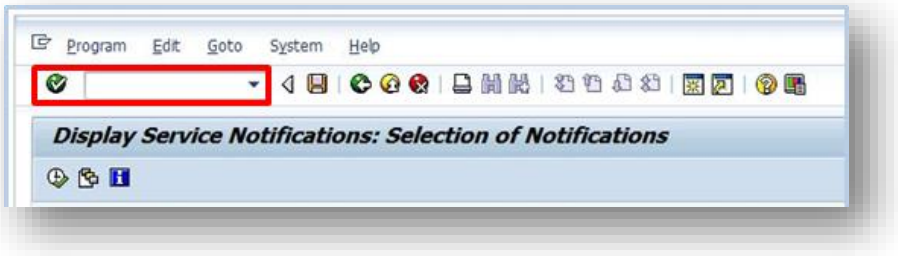
Equipment status will be updated to “EQIT In Transit” when shipment occurs.

Review Notifications

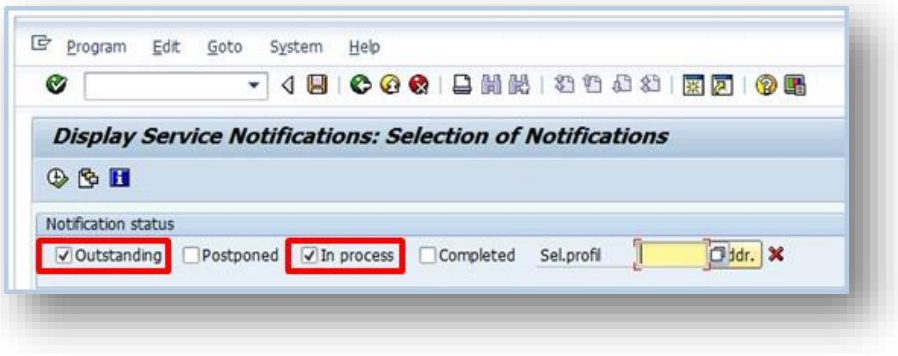
The Senior Asset Accounting Senior User identifies the assets that are ready for transfer by running notifications report **IW59** with type is “P1”, code “**UNASSN-UN03**”, status “ASGN Request Assigned” or beyond and asset number.

The process to report for open notifications is as follows:

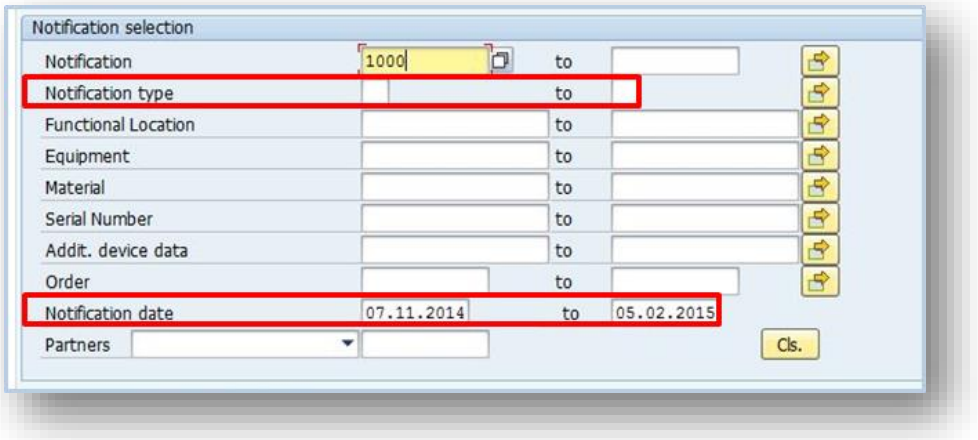
1. Enter **IW59** in the **Command** field
2. Click the **Enter** icon. The **Display Notifications: Selection of Notifications** is displayed



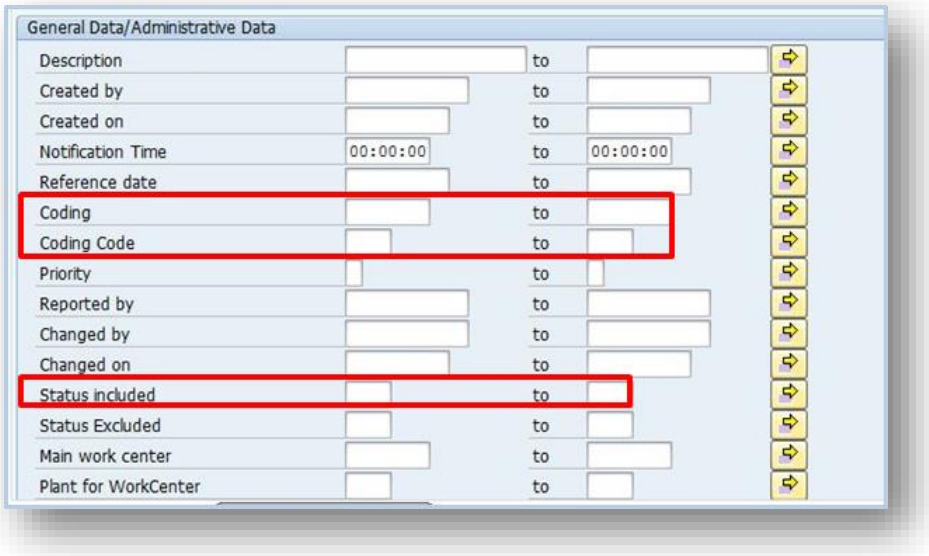
3. Under the **Notification status** section, select the **Outstanding** and **In Process** checkboxes



4. Populate the following fileds:
   - Under the **Notification Selection** section:
     - **Notification type**
     - **Notification Date**

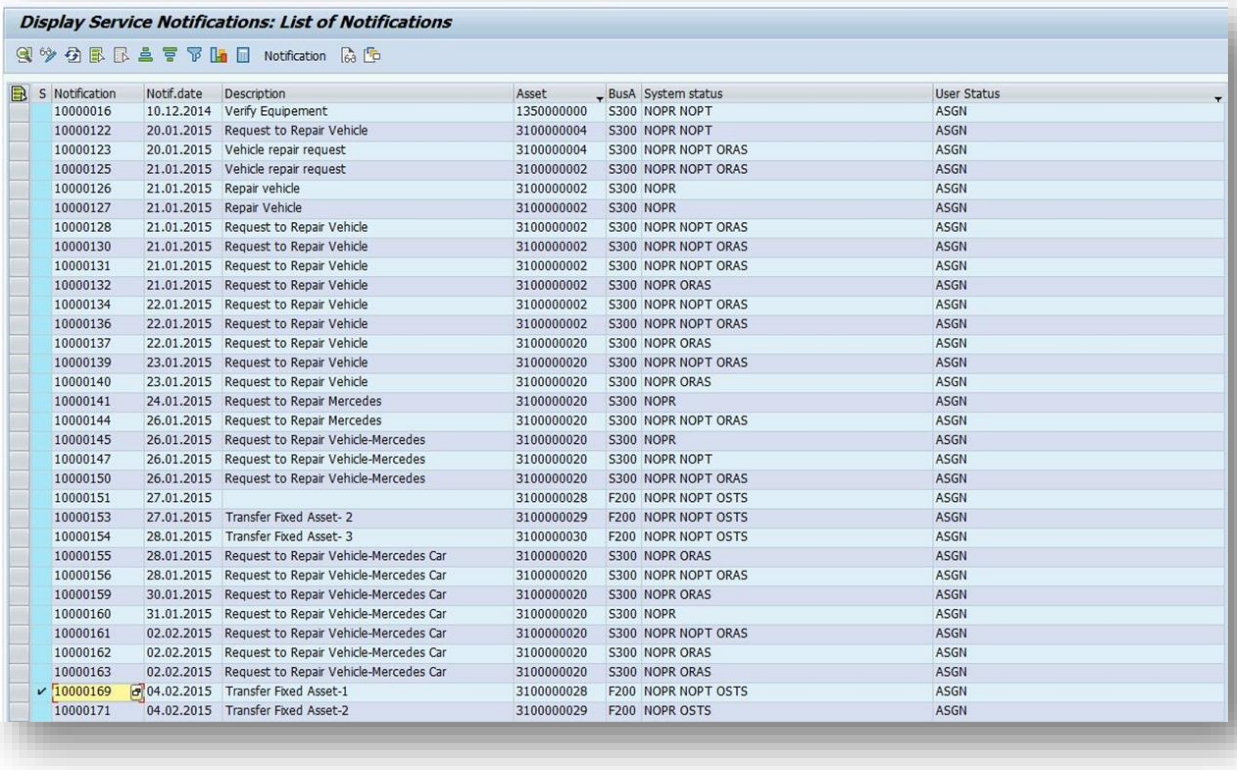


- Under the **General Data/Administrative Data** section:
  - **Status included**
  - **Coding**
  - **Coding Code**



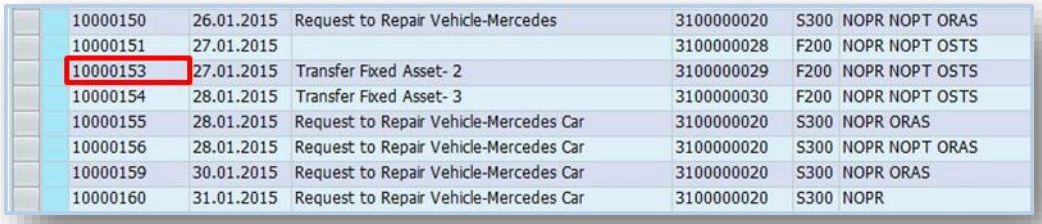
- Under the **Others** section:
  - **Layout**

5. Click the **Execute** button to run the report. The **Display Serviece Notifications: List of Notifications** screen is displayed
6. Filter the notifications with the **Status** parameter



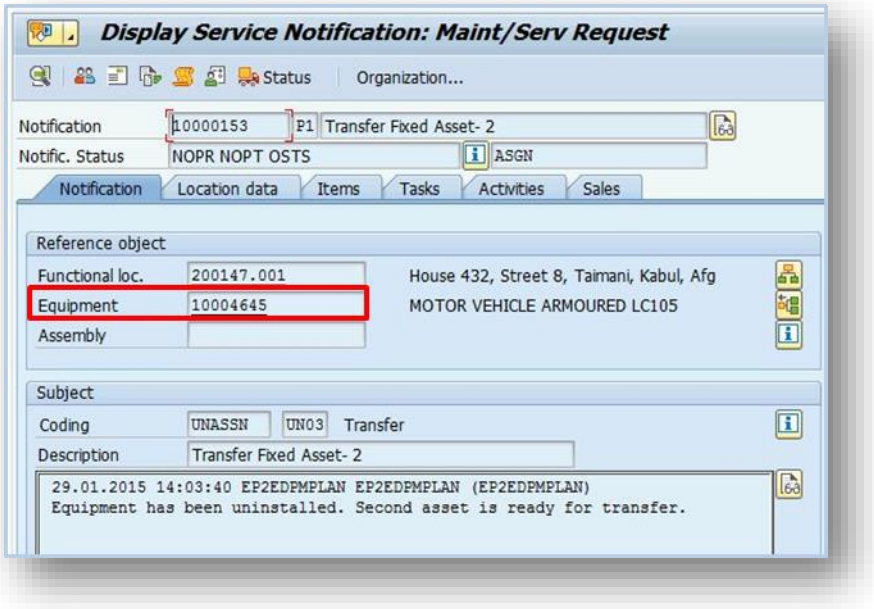
S	Notification	Notif.date	Description	Asset	BusA	System status	User Status
	10000016	10.12.2014	Verify Equipement	1350000000	S300	NOPR NOPT	ASGN
	10000122	20.01.2015	Request to Repair Vehicle	3100000004	S300	NOPR NOPT	ASGN
	10000123	20.01.2015	Vehicle repair request	3100000004	S300	NOPR NOPT ORAS	ASGN
	10000125	21.01.2015	Vehicle repair request	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000126	21.01.2015	Repair vehicle	3100000002	S300	NOPR	ASGN
	10000127	21.01.2015	Repair Vehicle	3100000002	S300	NOPR	ASGN
	10000128	21.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000130	21.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000131	21.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000132	21.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR ORAS	ASGN
	10000134	22.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000136	22.01.2015	Request to Repair Vehicle	3100000002	S300	NOPR NOPT ORAS	ASGN
	10000137	22.01.2015	Request to Repair Vehicle	3100000020	S300	NOPR ORAS	ASGN
	10000139	23.01.2015	Request to Repair Vehicle	3100000020	S300	NOPR NOPT ORAS	ASGN
	10000140	23.01.2015	Request to Repair Vehicle	3100000020	S300	NOPR ORAS	ASGN
	10000141	24.01.2015	Request to Repair Mercedes	3100000020	S300	NOPR	ASGN
	10000144	26.01.2015	Request to Repair Mercedes	3100000020	S300	NOPR NOPT ORAS	ASGN
	10000145	26.01.2015	Request to Repair Vehicle-Mercedes	3100000020	S300	NOPR	ASGN
	10000147	26.01.2015	Request to Repair Vehicle-Mercedes	3100000020	S300	NOPR NOPT	ASGN
	10000150	26.01.2015	Request to Repair Vehicle-Mercedes	3100000020	S300	NOPR NOPT ORAS	ASGN
	10000151	27.01.2015		3100000028	F200	NOPR NOPT OSTS	ASGN
	10000153	27.01.2015	Transfer Fixed Asset- 2	3100000029	F200	NOPR NOPT OSTS	ASGN
	10000154	28.01.2015	Transfer Fixed Asset- 3	3100000030	F200	NOPR NOPT OSTS	ASGN
	10000155	28.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS	ASGN
	10000156	28.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR NOPT ORAS	ASGN
	10000159	30.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS	ASGN
	10000160	31.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR	ASGN
	10000161	02.02.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR NOPT ORAS	ASGN
	10000162	02.02.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS	ASGN
	10000163	02.02.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS	ASGN
✓	10000169	04.02.2015	Transfer Fixed Asset-1	3100000028	F200	NOPR NOPT OSTS	ASGN
	10000171	04.02.2015	Transfer Fixed Asset-2	3100000029	F200	NOPR OSTS	ASGN

7. Double click the notificaiton number

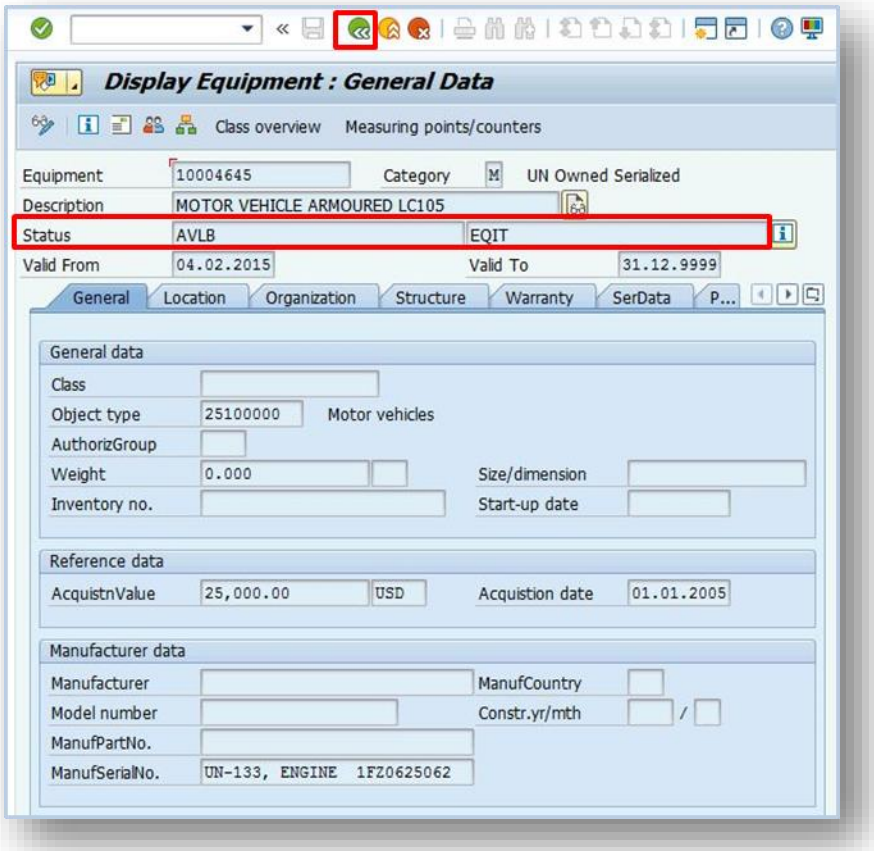


10000150	26.01.2015	Request to Repair Vehicle-Mercedes	3100000020	S300	NOPR NOPT ORAS
10000151	27.01.2015		3100000028	F200	NOPR NOPT OSTS
10000153	27.01.2015	Transfer Fixed Asset- 2	3100000029	F200	NOPR NOPT OSTS
10000154	28.01.2015	Transfer Fixed Asset- 3	3100000030	F200	NOPR NOPT OSTS
10000155	28.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS
10000156	28.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR NOPT ORAS
10000159	30.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR ORAS
10000160	31.01.2015	Request to Repair Vehicle-Mercedes Car	3100000020	S300	NOPR

8. The **Display Service Notification** screen is displayed. Review the notification details
9. Double click the **Equipment** number on the header



10. The **Display Equipment: Genearal Data** screen is displayed. Verify the equipment status
11. Click the **Back** icon to navigate back to the notification



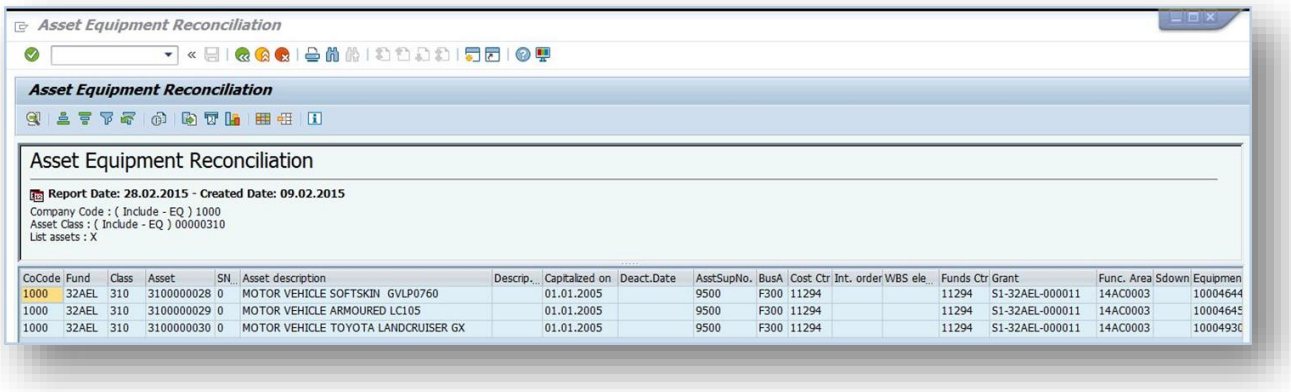
12. To identify the revenue from sales order, perform the following steps:
    - In the open notification, double click the sales order number to open the document
    - Review the net value of the sale on top of the sales order. Note the amount if necessary

The notifications go through additional steps up to the actual shipment. In order to identify the equipment assets that have been shipped, another report **ZAAEQASREC** should be run to identify the equipment assets with status of "EQIT".

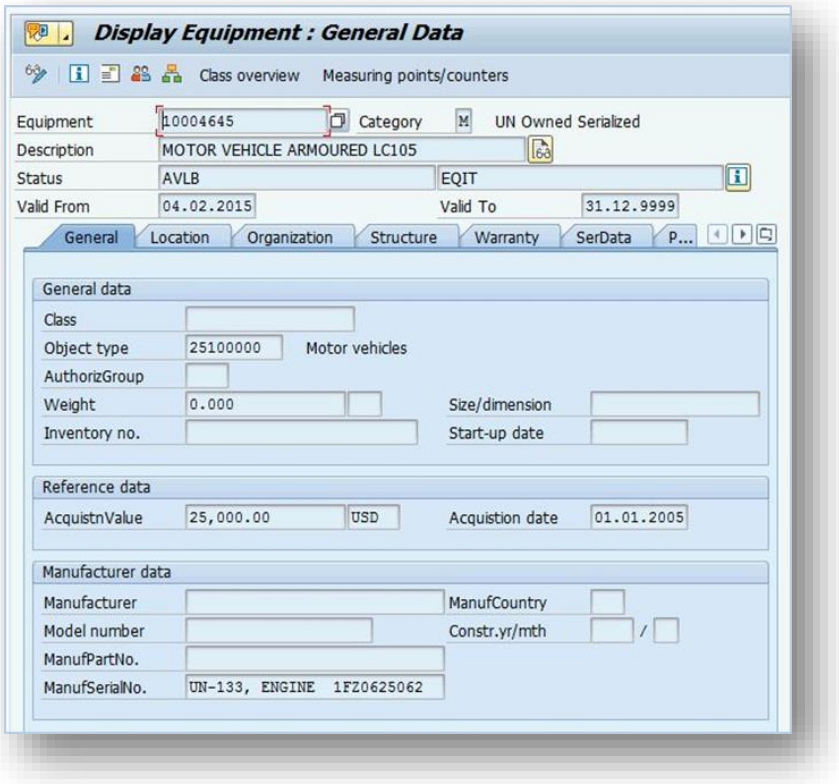
The process to verify Asset and Equipment Master Data is as follows:

13. Populate the following criteria:
    - **Company Code**
    - **Asset Number**
    - **Asset Sub-number**
    - **Asset Class**
    - **Fund**
    - **Funds Centre**
    - **Grant**
    - **Functional Area**
    - **Business Area**
    - **Cost Centre**
    - **Asset Super Number**
    - **Report Date**
    - **Equipment Number**
    - **RE Object ID**
    - **Equipment Category**
    - **Functional Location**
    - **Object Type**
    - **Plant**
    - **Storage Location**
    - **Material Group**
    - **System Status**
    - **Status Change Date**

14. Click the **Execute** icon. The **Asset Equipment Reconciliation** screen is displayed


Asset Equipment Reconciliation
Asset Equipment Reconciliation
Asset Equipment Reconciliation
Report Date: 28.02.2015 - Created Date: 09.02.2015
Company Code : (Include - EQ) 1000
Asset Class : (Include - EQ) 00000310
List assets : X
CoCode Fund Class Asset SN Asset description Descrip... Capitalized on Deact.Date AsstSupNo. BusA Cost Ctr Int. order WBS ele... Funds Ctr Grant Func. Area Sdown Equipmen
1000 32AEL 310 3100000028 0 MOTOR VEHICLE SOFTSKIN GVLP0760 01.01.2005 9500 F300 11294 11294 S1-32AEL-000011 14AC0003 10004644
1000 32AEL 310 3100000029 0 MOTOR VEHICLE ARMOURED LC105 01.01.2005 9500 F300 11294 11294 S1-32AEL-000011 14AC0003 10004645
1000 32AEL 310 3100000030 0 MOTOR VEHICLE TOYOTA LANDCRUISER GX 01.01.2005 9500 F300 11294 11294 S1-32AEL-000011 14AC0003 10004930

15. Verify that the values in the report are according to the data stored in the asset master record and corresponding equipment master record

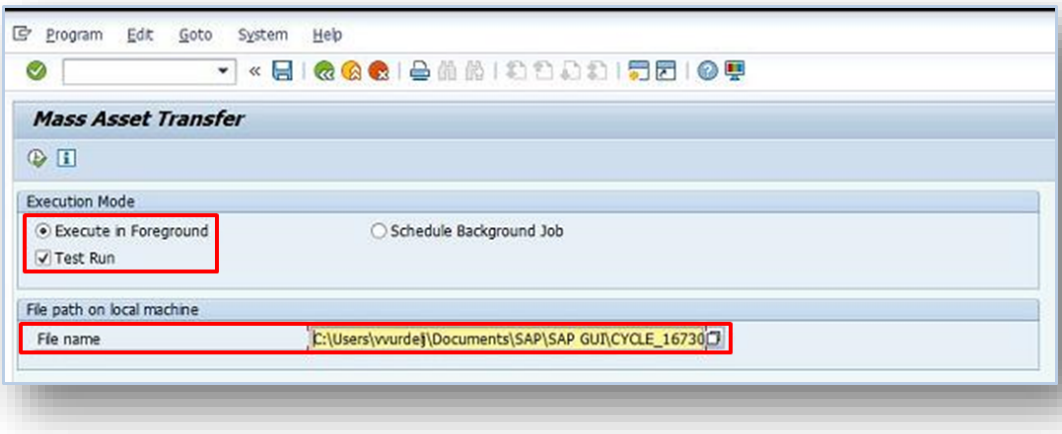


Asset Transfer

For transfer of assets, T-code **ZAA_MASS_TFR** can be used by uploading a text file with Assets that are to be transferred. The new asset master record can be checked using the T-code **AS03**.

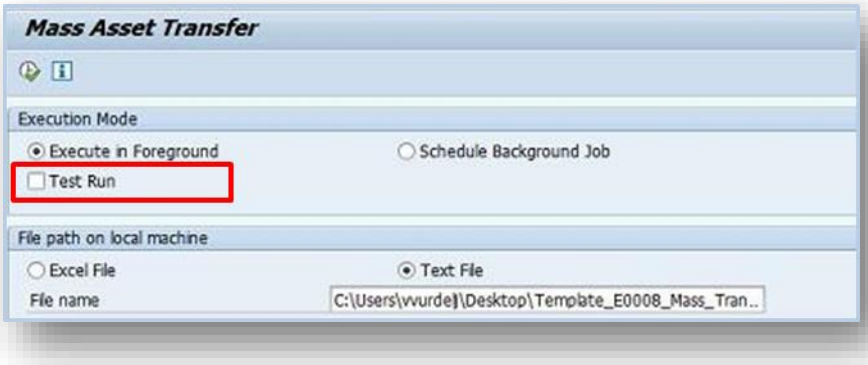
To transfer assets with T-code **ZAA_MASS_TFR:**

1. The **Mass Asset Transfer** screen is displayed. Under the **Execution Mode** section, select the **Execute in Foreground radio** button
2. Select the **Test Run** check box
3. Click the **File name** matchcode icon to find the required file to upload



4. Click the **Enter** icon. The transfer data is displayed in the test mode

5. Click the **Back** icon
6. Unselect the **Test Run** check box



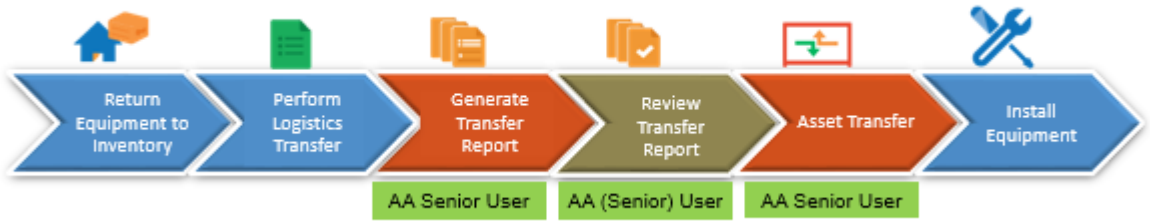
7. Click the **Execute** icon. The actual transfer data is displayed

Notify Equipment/RE Object

Install Equipment and then Close Notification.

Asset Transfer with Inventory Management

The process to transfer assets with Inventory Management is as followed. Alternatively, it is possible to follow the same process as Asset Transfer without inventory management.



Return Equipment to Inventory

When an equipment is going to be transferred using the Logistics module, it must be returned to inventory first.

Perform Logistics Transfer

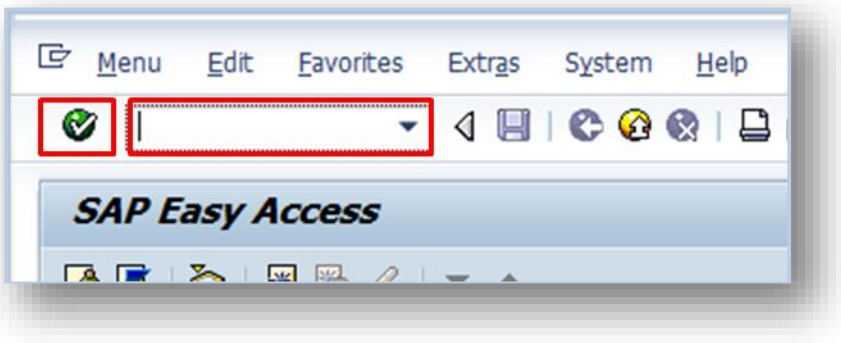
This involves a number of steps required to prepare and execute the physical transfer of the equipment.

Generate Transfer Report

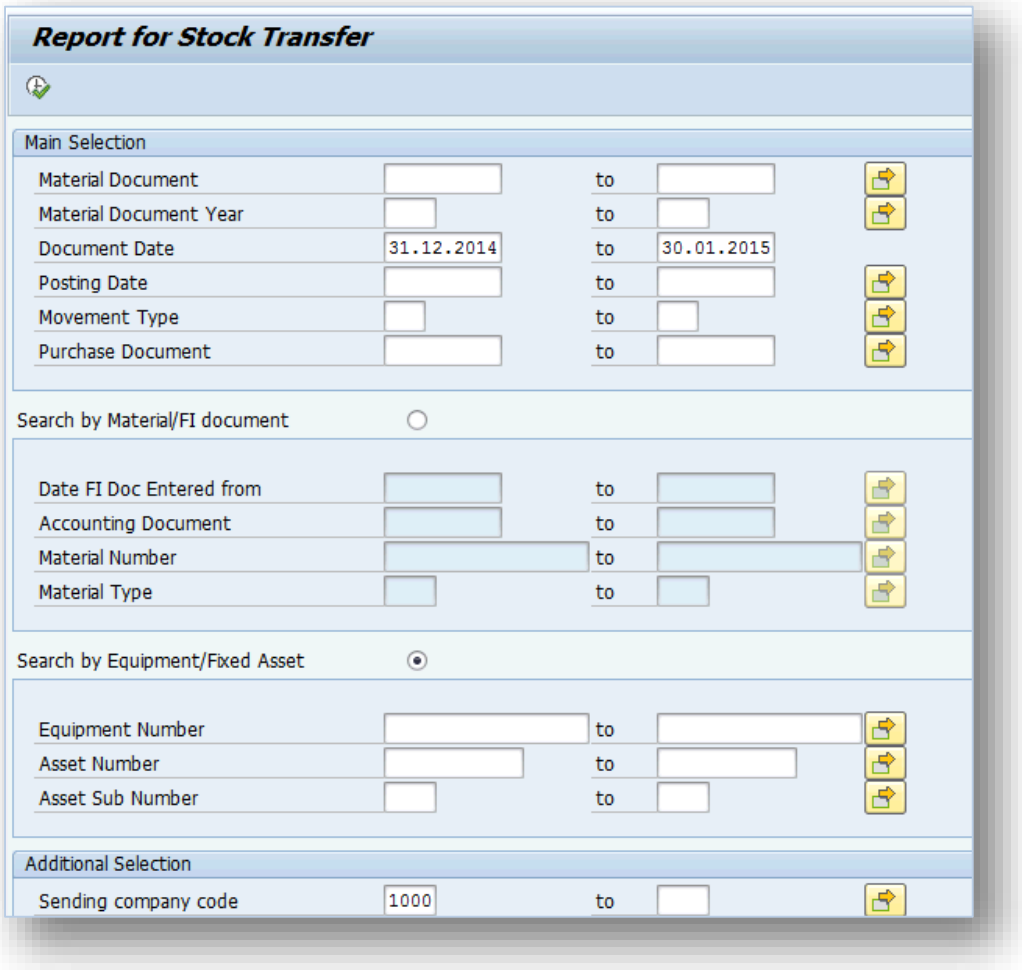
This is a custom report T-code **ZLESTOCK** that can display all transfers related to existing fixed assets.

The process to run T-code **ZLESTOCK** is as follows:

1. Enter **ZLESTOCK** in the **Command** field



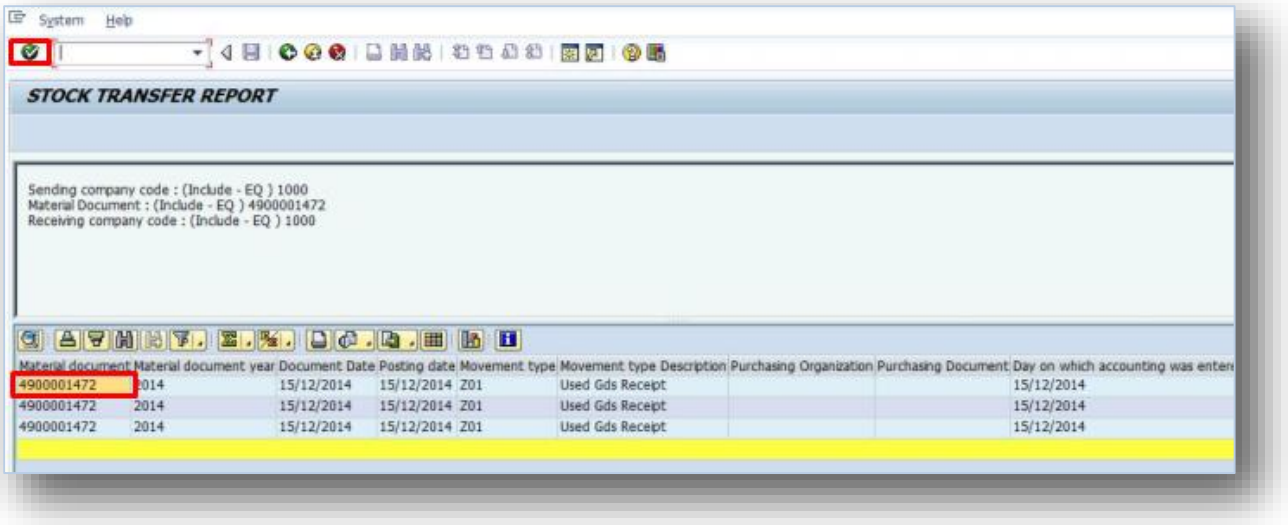
2. Click the **Enter** icon. The **Report for Stock Transfer Screen** is displayed.



Review Transfer Report

Identify asset transfers that cross balance sheet-relevant dimensions (Business Area, Fund, Grant and Segment).

1. Populate the **Material Document** field
2. Click the **Execute** icon

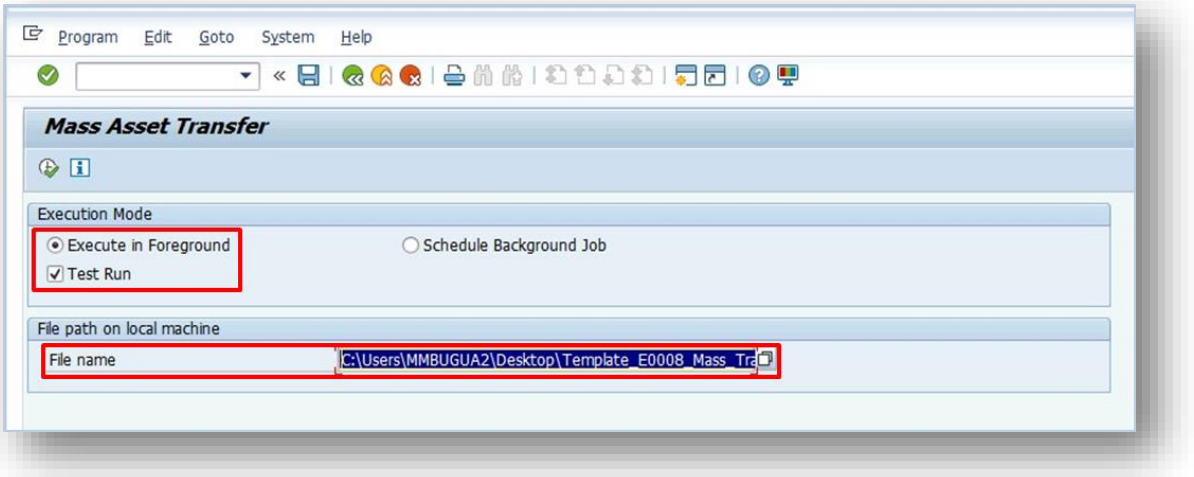

System Help
STOCK TRANSFER REPORT
Sending company code : (Include - EQ) 1000
Material Document : (Include - EQ) 4900001472
Receiving company code : (Include - EQ) 1000
Material document Material document year Document Date Posting date Movement type Movement type Description Purchasing Organization Purchasing Document Day on which accounting was enter
4900001472 2014 15/12/2014 15/12/2014 Z01 Used Gds Receipt 15/12/2014
4900001472 2014 15/12/2014 15/12/2014 Z01 Used Gds Receipt 15/12/2014
4900001472 2014 15/12/2014 15/12/2014 Z01 Used Gds Receipt 15/12/2014

1. Verify that the displayed records are according to the selection criteria

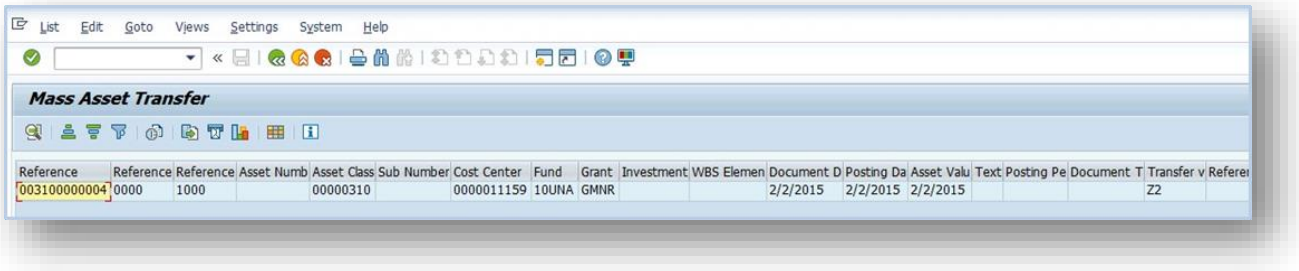
Asset Transfer

To transfer assets, T-code **ZAA_MASS_TFR** can be used by uploading a text file with Asset information. Enter **Z1** as the budget relevant value and **Z2** as the non-budget relevant value in the **Transfer Variant** field.

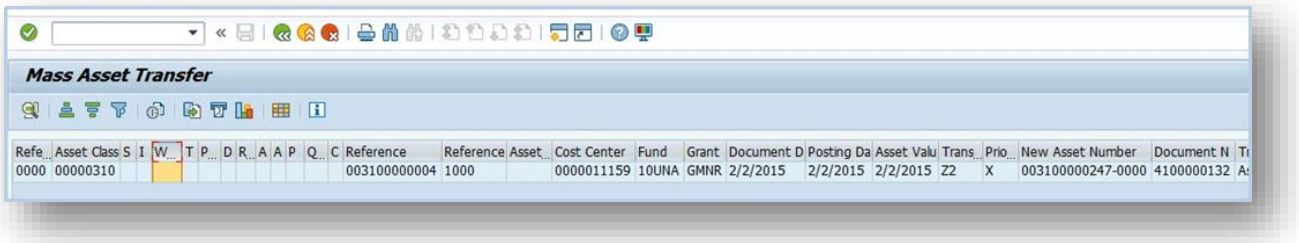
8. The **Mass Asset Transfer** screen is displayed. Under the **Execution Mode** section, select the **Execute in Foreground radio** button
9. Select the **Test Run** check box
10. Click the **File name** matchcode icon to find the required file to upload



11. Click the **Enter** icon. The transfer data is displayed in the test mode



12. Click the **Back** icon
13. Unselect the **Test Run** check box
14. Click the **Enter** icon. The actual transfer data is displayed



Install Equipment

Once received, the equipment can be installed in the final destination.

* * * *

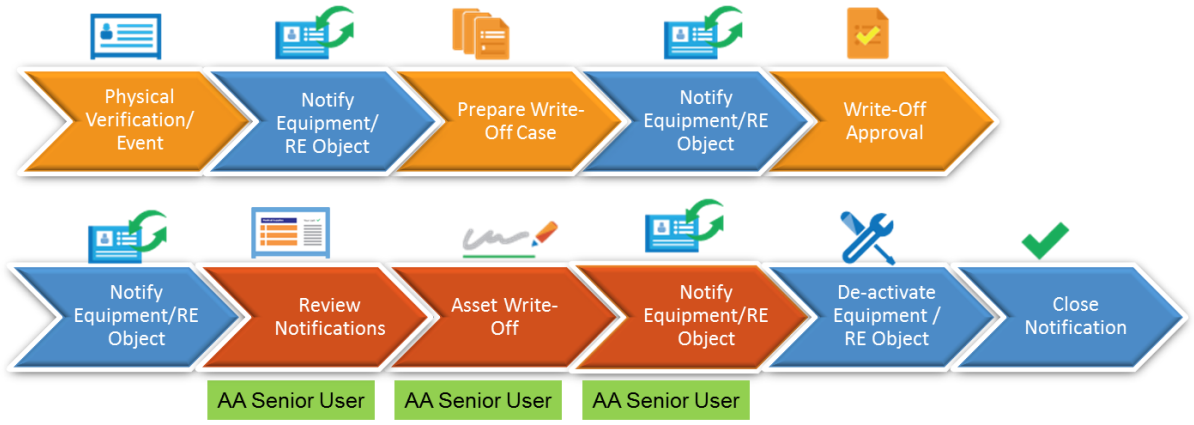
Module 6: Retire Fixed Asset by Write-Off or Donation

This module includes the following key points:

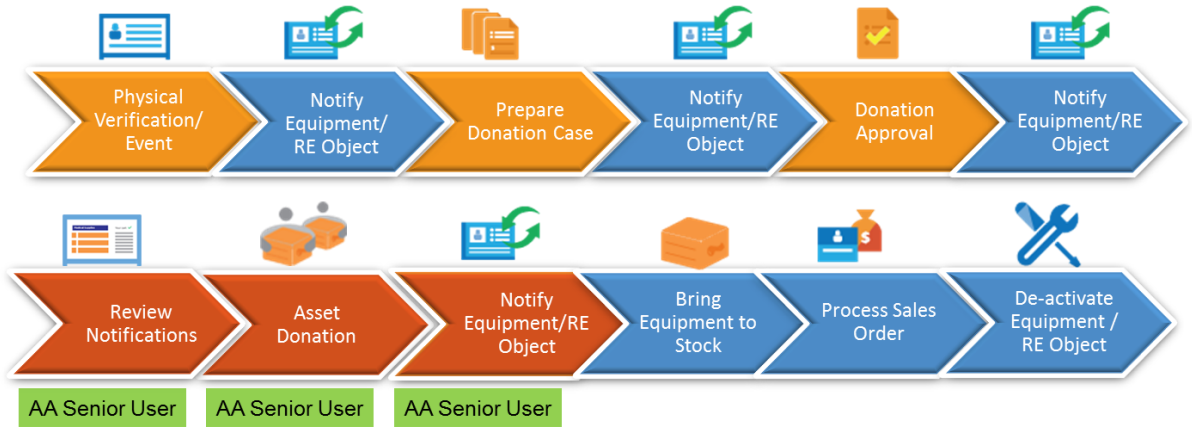
- Asset Retirement can go through the following processes:
  - Donation or Write-off of an Asset
    - When assets are being donated or written off, the transaction is manually entered in the Fixed Asset module and the system calculates the losses and posts these entries automatically in the G/L
  - Sale of an Asset (Content will be covered in next module)
- Some of the key points are as follows:
  - After the asset has been approved for retirement, a notification is sent to the Asset Accounting Senior User
  - Once notified, the Asset Accounting Senior User identifies the asset that needs to be retired in the Accounting system, the portion of the asset (if partial disposal) and the effective date of the transaction (sale, donation or written-off)
- The retirement of the fixed asset by scrapping or donation is performed using the T-code **ABAVN**
- The process to impair fixed assets. This process involves the Asset Accounting User

Retire Fixed Asset by Write-Off

Write-Offs and Donation of Assets go through similar processes and transactions steps except after the AA Senior User Notifies Equipment/RE Object.



Retire Fixed Asset by Donation



Retire Fixed Asset by Write-Off or Donation

Physical Verification/Event

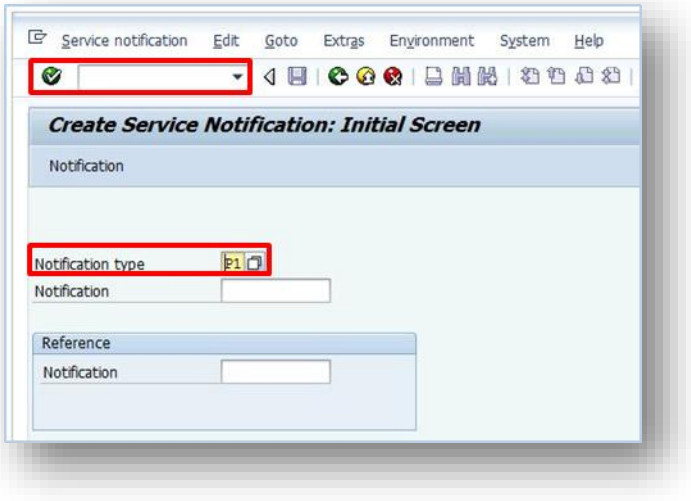
An asset that needs to be written-off or donated may be identified as part of the physical verification or triggered by a specific event.

Notify Equipment/Real Estate Object

Create Equipment notification for each equipment that should to be donated with type “PW”, code “UNWRTOFF-By Donation” or written off “PW”, code “UNWRTOFF-By Write-Off”. Real Estate Object status will be updated to indicate it should be donated.

The process to create notification is as follows:

1. Enter **IW51** in the **Command** field
2. Click the **Enter** icon. The **Create Service Notification: Initial Screen** is displayed
3. Choose **Notification type** and click the **Enter** icon

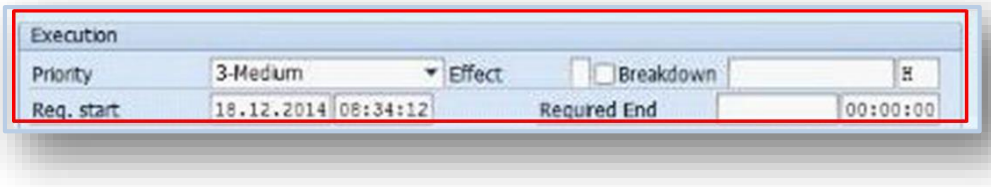


4. In the **Notification** tab, populate the following fields:

   a. Under the **Execution** section:

   i. Planner group

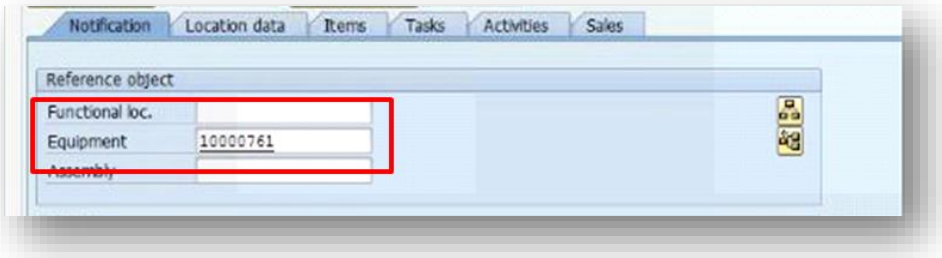
   - **Priority**
   - **Req. start:** If the **Priority Change** pop-up window is displayed asking to specify new dates, click **No**
   - **Main WorkCtr**: This is a required field for the creation of Work orders, but not required for requesting the assignment of an equipment



   b. Under the **Reference Object** section:

   - **Functional loc.** and/or **Equipment**: If these fields are not known, user may use the SAP lookup facility

     Note: The **Object Information** pop-up window will be displayed if there are any outstanding notifications or work orders for the same equipment. Click the **OK** icon to exit.



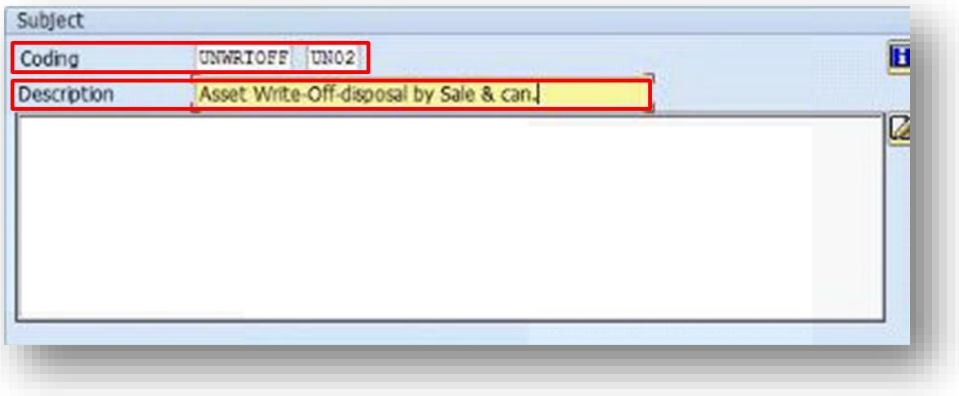
Note:

For requesting the assignment of an equipment the above information are optional / not required.

For requesting disposal of items held in inventory which are not equipment, the above information is not required.

c. Under the **Subject** section:

- **Coding**: To describe the type of maintenance that is needed for this notification
- **Description**: Enter a short description of the notification in the **Description** field. Enter the description details in the text box under the **Description** field



5. Click on the **Location Data** tab

Note: If you have provided the equipment number or functional location in the **Notification** tap, some or all of the below information will be pre-populated based on the equipment master record and will need to be updated to reflect financial details of Funding source.

6. Populate the following fields:

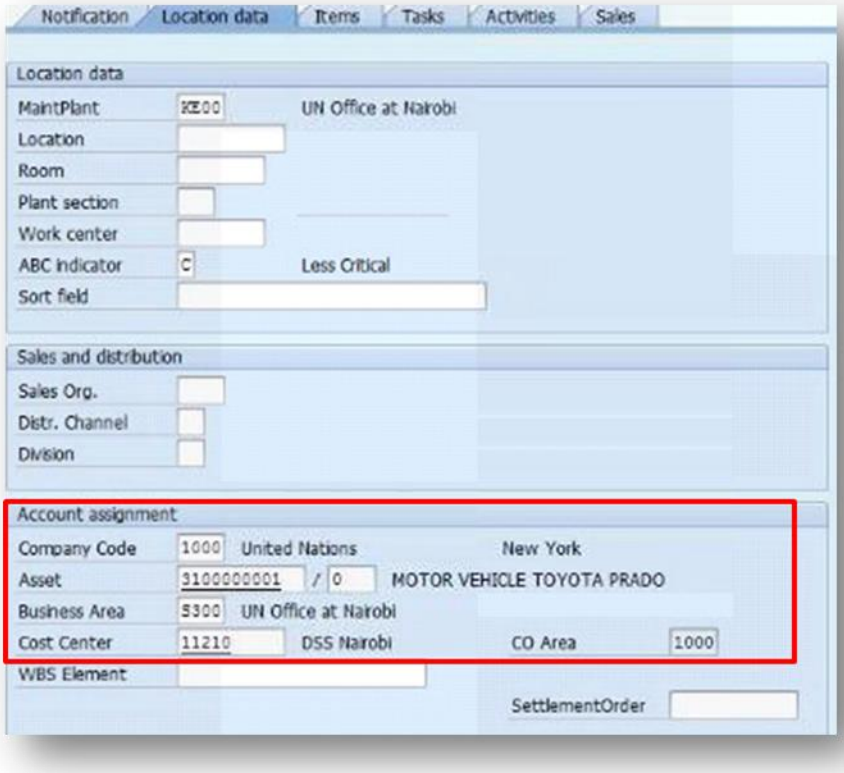
- Under the **Account Assignment** section:

a. Company Code

b. Business Area: Where tasks are carried out. This is applicable only if the Business Area field is available

c. Cost Centre: The one that is responsible for the charges resulting from the maintenance activities. In case of request for equipment assignment, this would be the requesting Cost Centre

d. Asset: In certain cases (i.e. maintenance of functional location), the maintenance cost could be charged against asset, so the asset number has to be specified



7. Click the **Save** button to save the notification

Prepare Write-Off or Donation Case

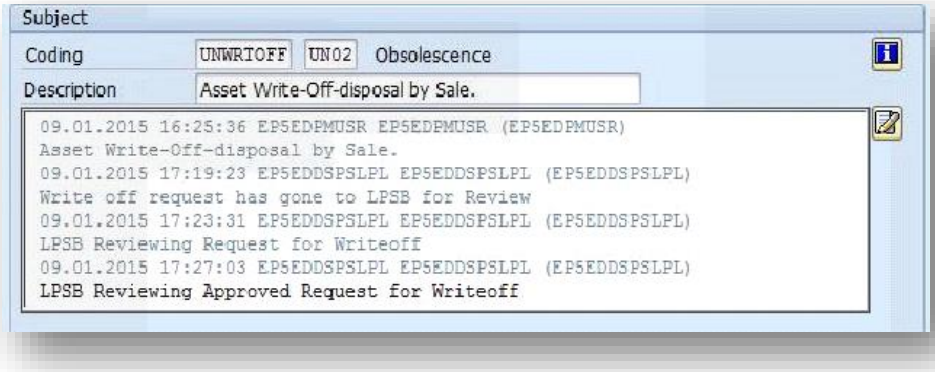
Notify Equipment/Real Estate Object

Equipment notification status is updated to indicate that case has been submitted for approval. Real Estate Object status will be updated to indicate that case has been submitted for approval.

The process to update notification status is as follows:

1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon

5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process



6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed

7. Select **Status** and click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Write-Off or Donation Approval

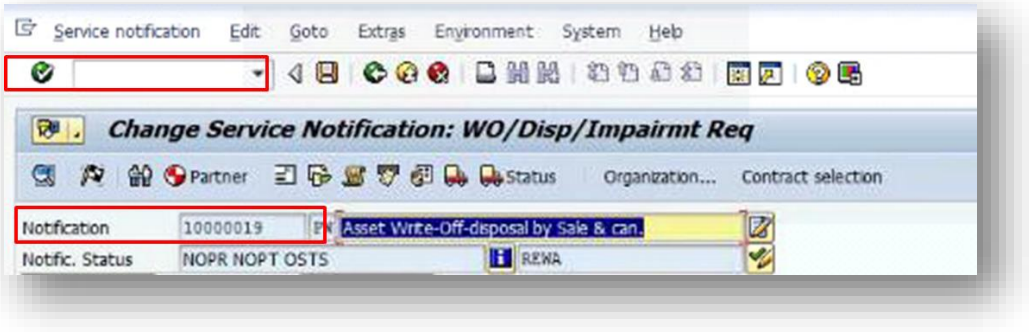
Administrative process is followed up to the point when approval is given by the authority with Property Management Delegation.

Notify Equipment/Real Estate Object

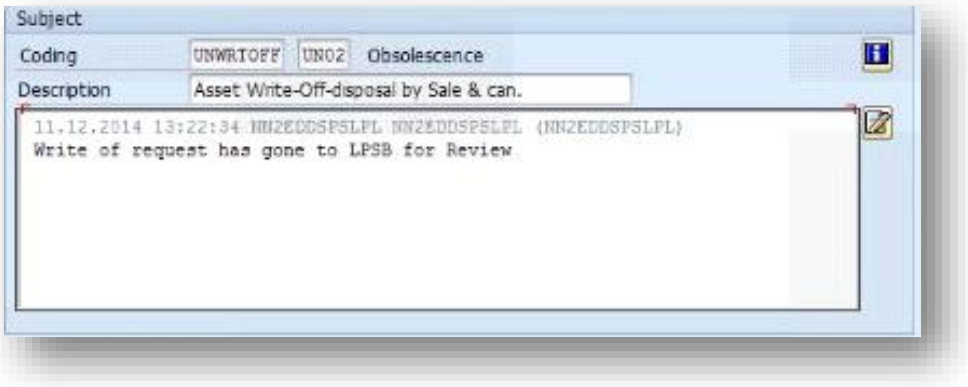
Equipment notification status is updated to indicate that case has been approved (REWA Review Approved). Real Estate Object status will be updated to indicate that case has been approved.

The process to update notification status is as follows:

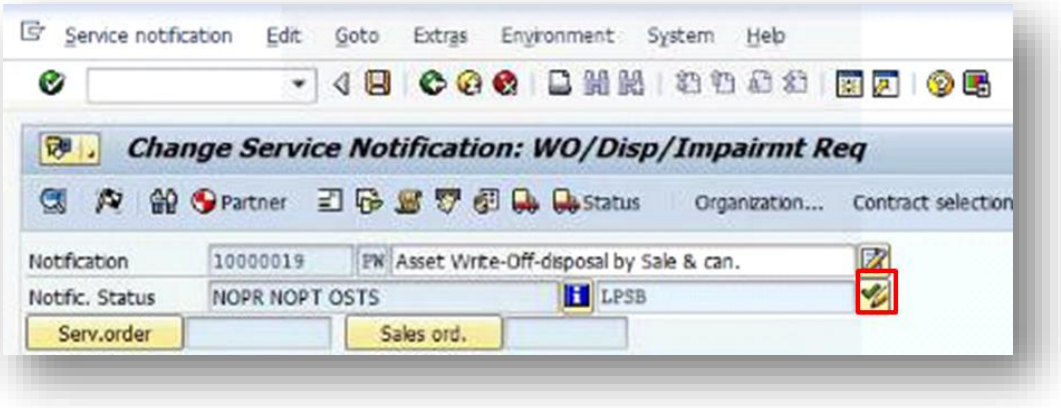
1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon



5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process



6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed



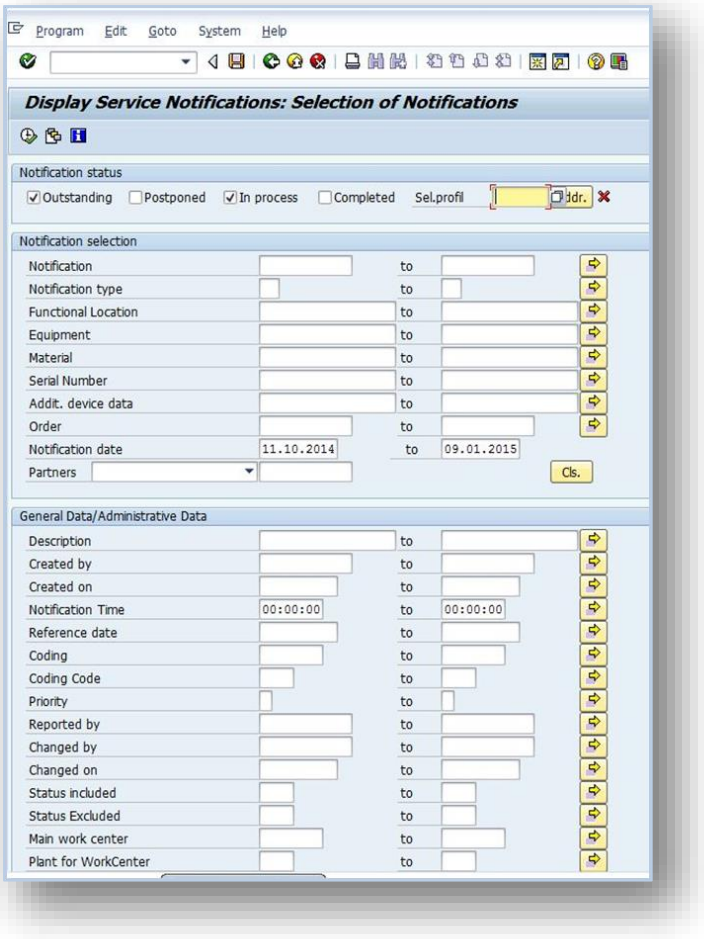
7. Select **Status** and click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Review Notification on Retirement, T-code IW59

To identify the ones that have not been de-recognized, a **ZAAEQASREC** report needs to be executed to verify whether the de-activation date has been populated. If the deactivation date is populated, it means that the asset has already been de-recognized.

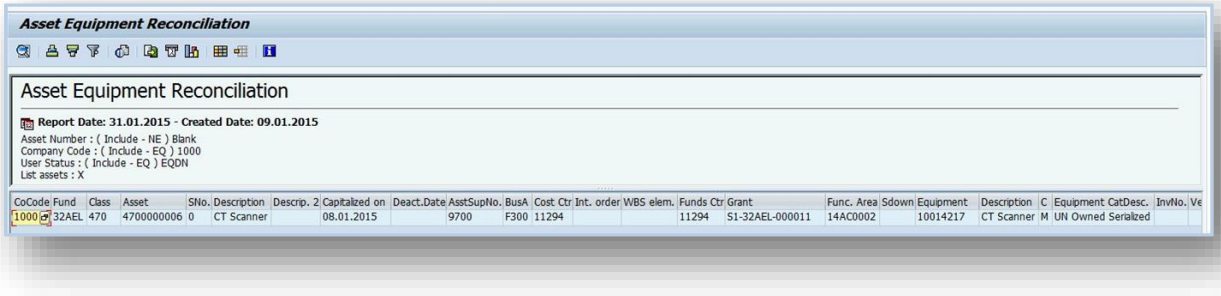
Identify the approved assets for donation by running notifications report **IW59,** including:

- Type **PW**
- Coding **UNWRTOFF**
- Status **REWA Review Approved or beyond**
- Asset number
- Sales order **not equal to blank**

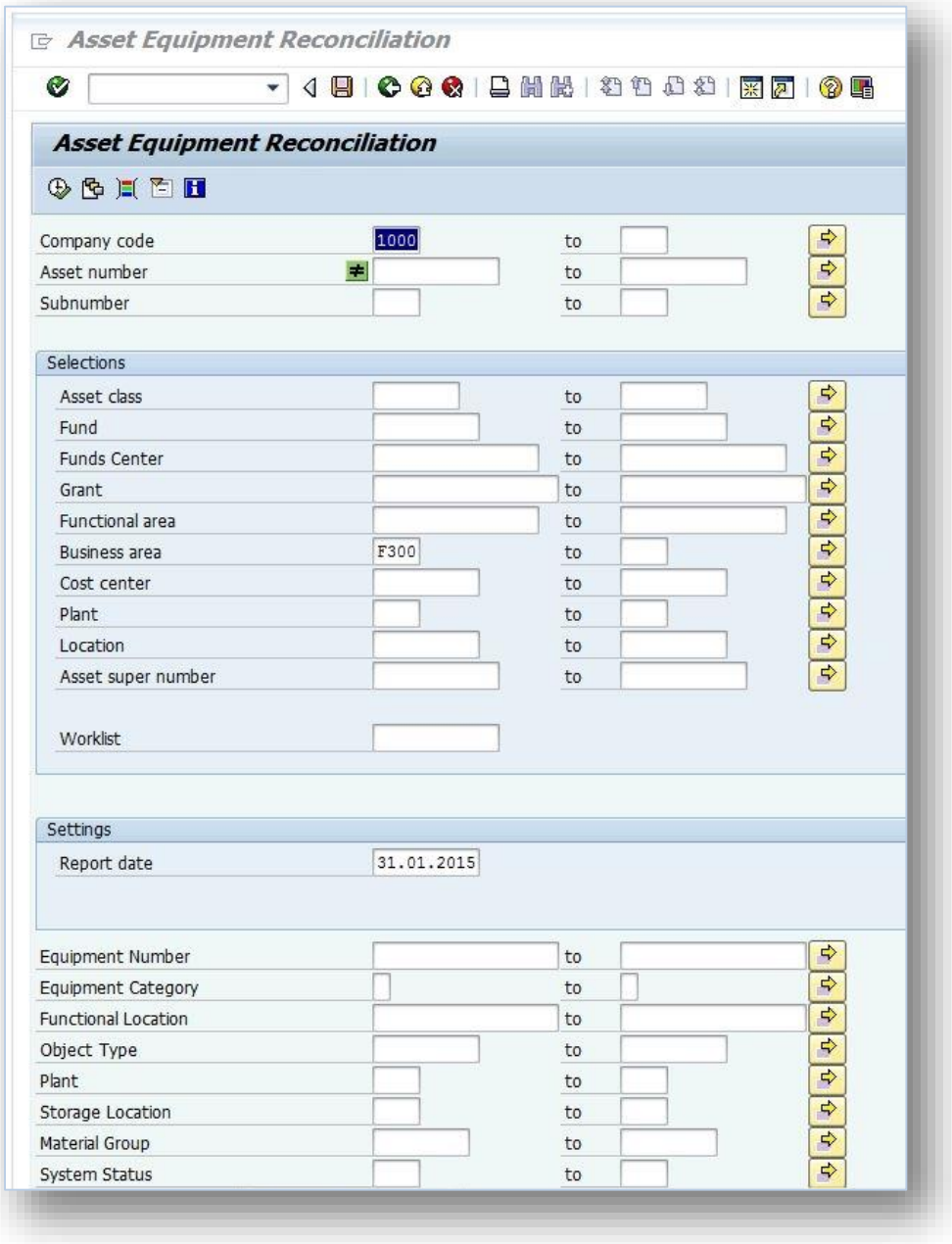

Program Edit Goto System Help
Display Service Notifications: Selection of Notifications
Notification status
Outstanding Postponed In process Completed Sel.profil Addr.
Notification selection
Notification to
Notification type to
Functional Location to
Equipment to
Material to
Serial Number to
Addit. device data to
Order to
Notification date 11.10.2014 to 09.01.2015
Partners Cls.
General Data/Administrative Data
Description to
Created by to
Created on to
Notification Time 00:00:00 to 00:00:00
Reference date to
Coding to
Coding Code to
Priority to
Reported by to
Changed by to
Changed on to
Status included to
Status Excluded to
Main work center to
Plant for WorkCenter to

The approved notifications go through additional statuses to perform the actual donation. Therefore, some of the items identified in this report may be previously de-recognized as assets.

- To identify the de-recognized notification, execute the **ZAAEQASREC** report to verify whether the de-activation date is populated
- If the deactivation date is populated, it means that the asset is already de-recognized


Asset Equipment Reconciliation
Asset Equipment Reconciliation
Report Date: 31.01.2015 - Created Date: 09.01.2015
Asset Number : (Include - NE) Blank
Company Code : (Include - EQ) 1000
User Status : (Include - EQ) EQDN
List assets : X
CoCode Fund Class Asset SNo. Description Descrip. 2 Capitalized on Deact.Date AsstSupNo. BusA Cost Ctr Int. order WBS elem. Funds Ctr Grant Func. Area Sdown Equipment Description C Equipment CatDesc. InvNo. Ve
1000 32AEL 470 4700000006 0 CT Scanner 08.01.2015 9700 F300 11294 11294 S1-32AEL-000011 14AC0002 10014217 CT Scanner M UN Owned Serialized

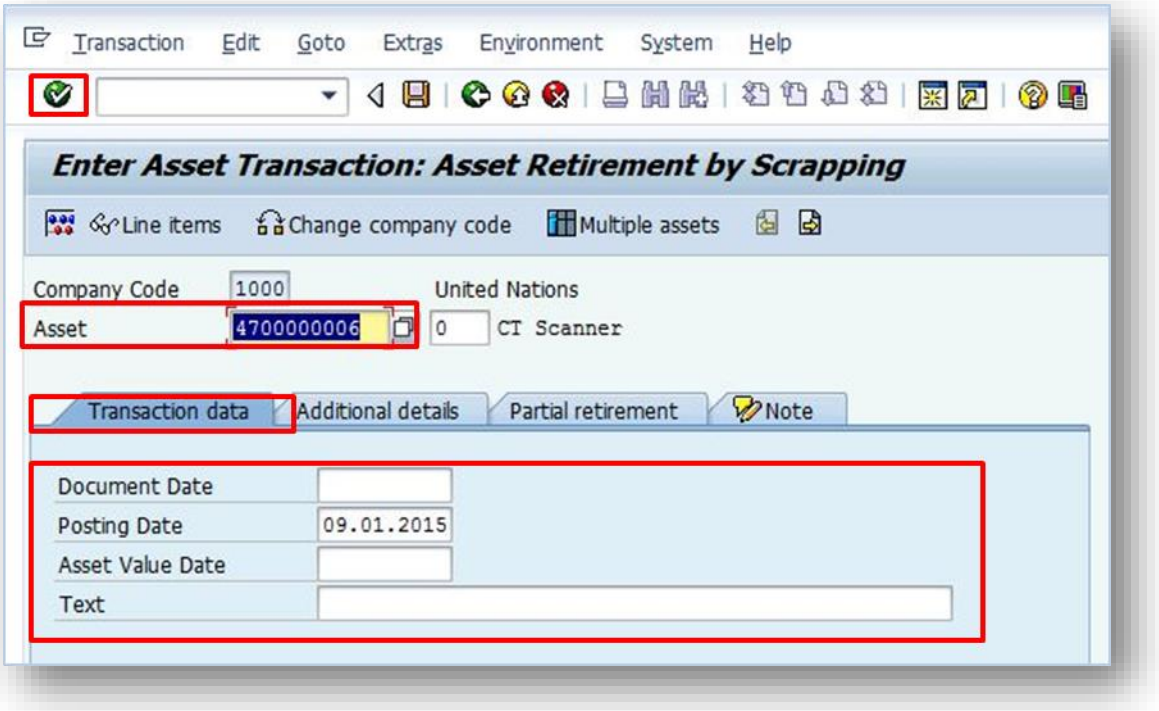
This report also indicates the method of Write-Off in the **User Status of the Equipment**.



Asset Write-Off/Donation

To retire fixed asset by scrapping or donation, use the T-code **ABAVN**.

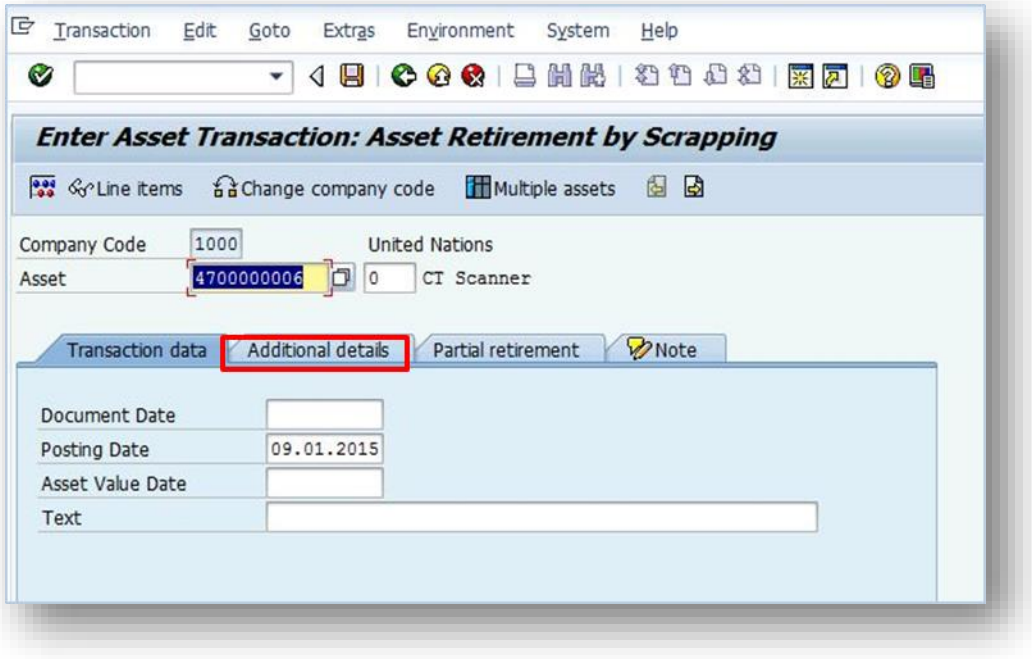
1. Enter the asset number in the **Asset** field
2. Click the **Transaction Data** tab
   - Enter the approval date in the **Document Date** field
   - Enter the date in the **Posting Date** field
   - Enter the posting date in the **Asset Value Date** field
   - Enter relevant text in the **Text** field and press **Enter**



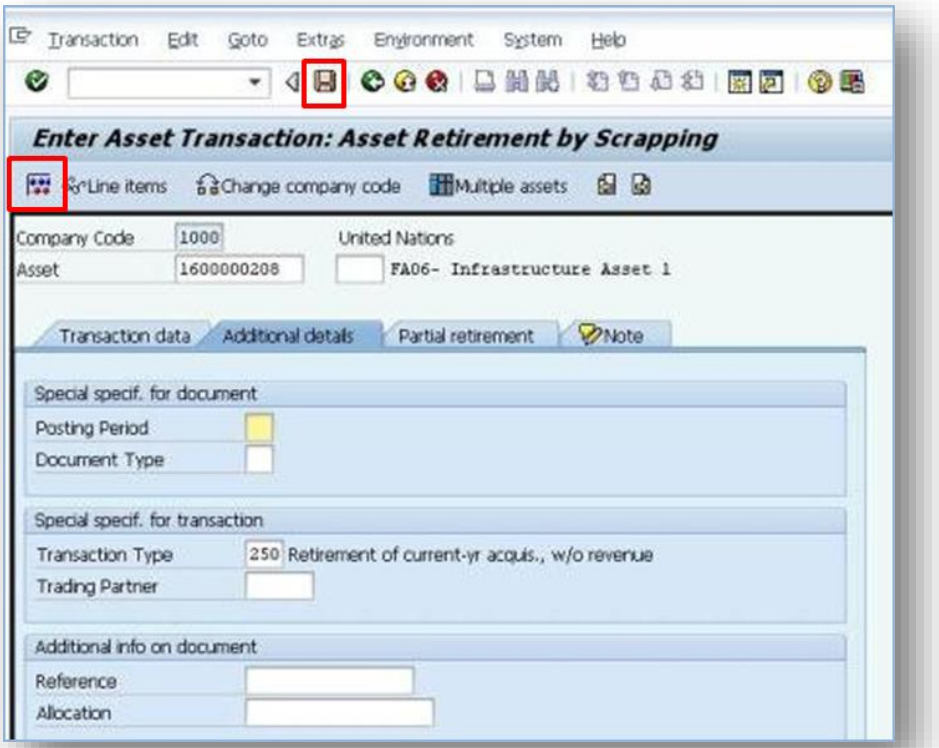
3. Click the **Additional Details** tab
4. Populate the following fields under the Additional Details tab:
   - **Document Date**
   - **Posting Date**
5. Click the **Enter** icon
6. Enter the reference number in the **Reference** field

Note:

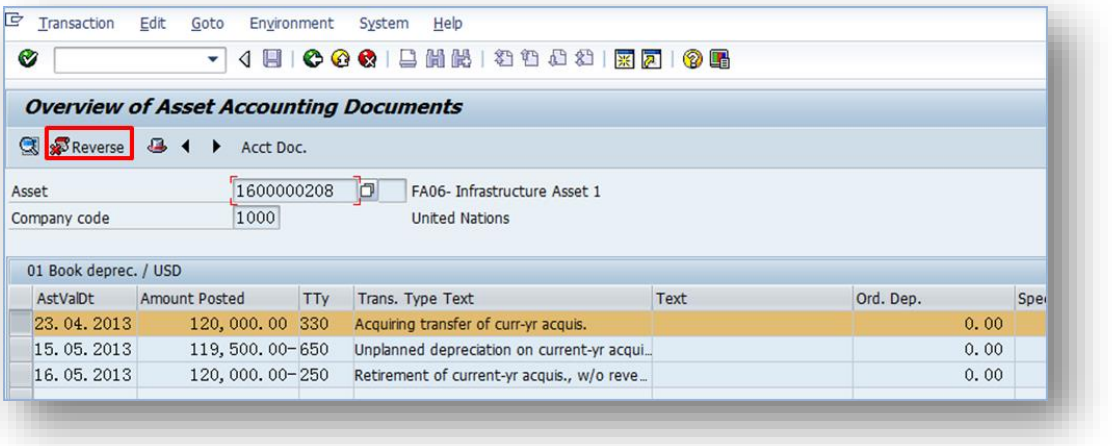
- For scrapping use **200** for prior calendar year acquisition and **250** for current calendar-year acquisition
- For donation use **Z20** for prior calendar year acquisition and **Z25** for current calendar-year acquisition



7. Click the **Simulate** button to run the post as a simulation
8. Click the **Save** button to run the transaction when it is ready to post. A document number is generated

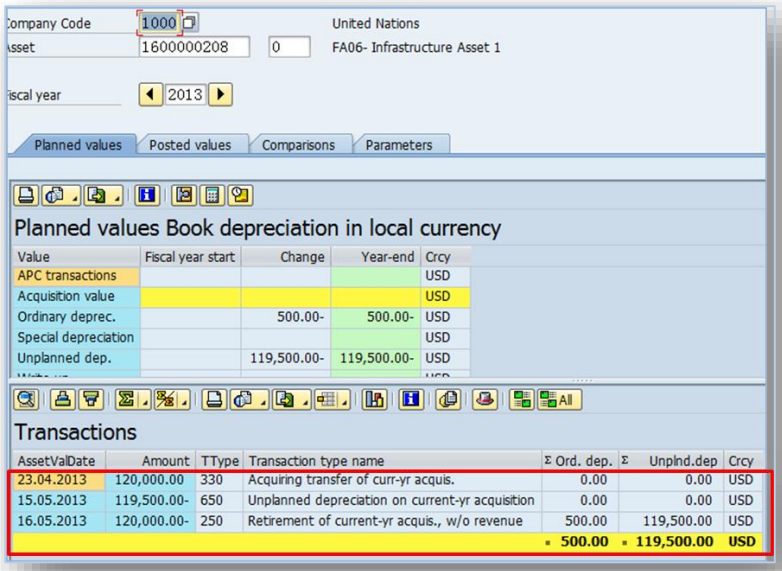


If the postings are not correct, the previous posting needs to be reversed using the T-code **AB08** to find and reverse any transactions such impairment, transfer or retirement.

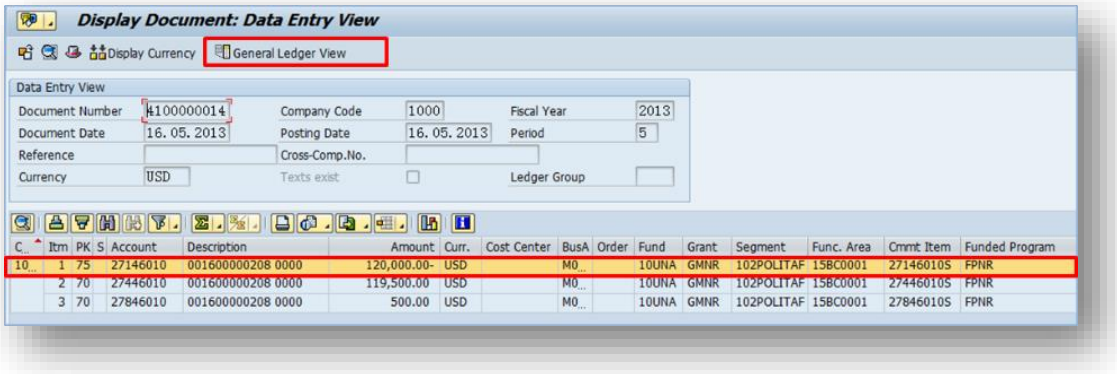

Transaction Edit Goto Environment System Help
Overview of Asset Accounting Documents
Reverse
Acct Doc.
Asset 1600000208 FA06- Infrastructure Asset 1
Company code 1000 United Nations
01 Book deprec. / USD
AstValDt Amount Posted TTy Trans. Type Text Text Ord. Dep.
23. 04. 2013 120, 000. 00 330 Acquiring transfer of curr-yr acquis. 0. 00
15. 05. 2013 119, 500. 00- 650 Unplanned depreciation on current-yr acqui... 0. 00
16. 05. 2013 120, 000. 00- 250 Retirement of current-yr acquis., w/o reve... 0. 00

This transaction helps to review the fixed assets posted. It can also be to review the accounting document.

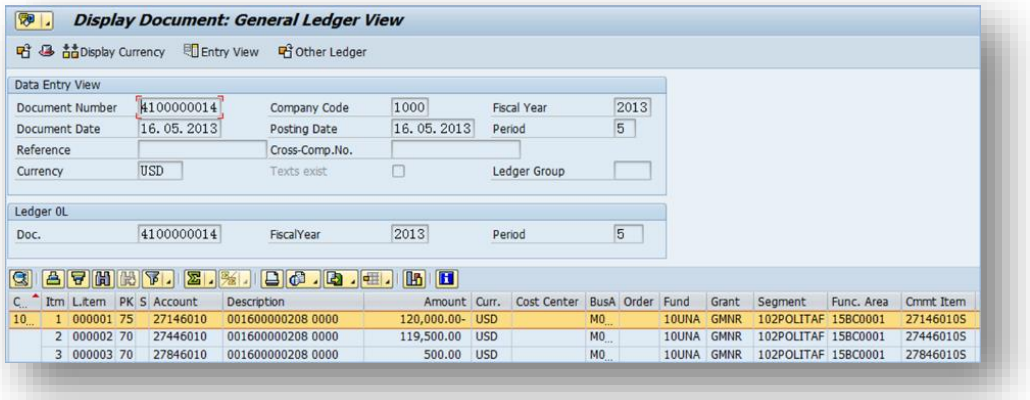
Use the T-code **AW01N** to review the asset value. Double-click a transaction to review it.


Company Code 1000 United Nations
Asset 1600000208 0 FA06- Infrastructure Asset 1
Fiscal year 2013
Planned values Posted values Comparisons Parameters
Planned values Book depreciation in local currency
Value | Fiscal year start | Change | Year-end | Crcy
APC transactions | | | | USD
Acquisition value | | | | USD
Ordinary deprec. | | 500.00- | 500.00- | USD
Special depreciation | | | | USD
Unplanned dep. | | 119,500.00- | 119,500.00- | USD
Transactions
AssetValDate | Amount | TType | Transaction type name | Ord. dep. | Unplnd.dep | Crcy
23.04.2013 | 120,000.00 | 330 | Acquiring transfer of curr-yr acquis. | 0.00 | 0.00 | USD
15.05.2013 | 119,500.00- | 650 | Unplanned depreciation on current-yr acquisition | 0.00 | 0.00 | USD
16.05.2013 | 120,000.00- | 250 | Retirement of current-yr acquis., w/o revenue | 500.00 | 119,500.00 | USD
500.00 119,500.00 USD

Review the accounting documents. Alternatively, this screen can also be accessed using the T-code **FB03** and the document number generated.


Display Document: Data Entry View
Display Currency General Ledger View
Data Entry View
Document Number 4100000014 Company Code 1000 Fiscal Year 2013
Document Date 16. 05. 2013 Posting Date 16. 05. 2013 Period 5
Reference Cross-Comp.No.
Currency USD Texts exist Ledger Group
Itm | PK | S | Account | Description | Amount | Curr. | Cost Center | BusA | Order | Fund | Grant | Segment | Func. Area | Cmmt Item | Funded Program
1 | 75 | 27146010 | 001600000208 0000 | 120,000.00- | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27146010S | FPNR
2 | 70 | 27446010 | 001600000208 0000 | 119,500.00 | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27446010S | FPNR
3 | 70 | 27846010 | 001600000208 0000 | 500.00 | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27846010S | FPNR

The **General Ledger** view displays.


Display Document: General Ledger View
Display Currency Entry View Other Ledger
Data Entry View
Document Number 4100000014 Company Code 1000 Fiscal Year 2013
Document Date 16. 05. 2013 Posting Date 16. 05. 2013 Period 5
Reference Cross-Comp.No.
Currency USD Texts exist Ledger Group
Ledger 0L
Doc. 4100000014 FiscalYear 2013 Period 5
Itm | L.Item | PK | S | Account | Description | Amount | Curr. | Cost Center | BusA | Order | Fund | Grant | Segment | Func. Area | Cmmt Item
1 | 000001 | 75 | 27146010 | 001600000208 0000 | 120,000.00- | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27146010S
2 | 000002 | 70 | 27446010 | 001600000208 0000 | 119,500.00 | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27446010S
3 | 000003 | 70 | 27846010 | 001600000208 0000 | 500.00 | USD | M0... | 10UNA | GMNR | 102POLITAF | 15BC0001 | 27846010S

Notify Equipment/RE Object

Use T-Code **IW22** to update Equipment notification to indicate that donation or Write-Off has been recorded. It will not be possible to close the notification until the task for financial entry has been completed. Real Estate Object status will be updated to indicate the donation or Write-Off has been recorded.

Asset Write-Off

Retirement of Asset Write-Offs and Donation differ after Asset Accounting transactions are posted. For Asset Write-Off s Equipment and Real Estate Object are De-activated.

Then, Notification is Closed.

Asset Donation

Retirement of Asset Write-Off s and Donation differ after Asset Accounting transactions are posted.

Bring Equipment to Stock

It is necessary to bring equipment back to stock to be able to issue it for the Sales Order with zero revenue. If the entity does not use Inventory Management, status updates will only be reflected on the equipment side without any Inventory Management transactions.

Process Sales Order

Sales Order will be processed with zero revenue and any handling costs as necessary. This is only applicable to equipment.

De-activate Equipment Real Estate Object

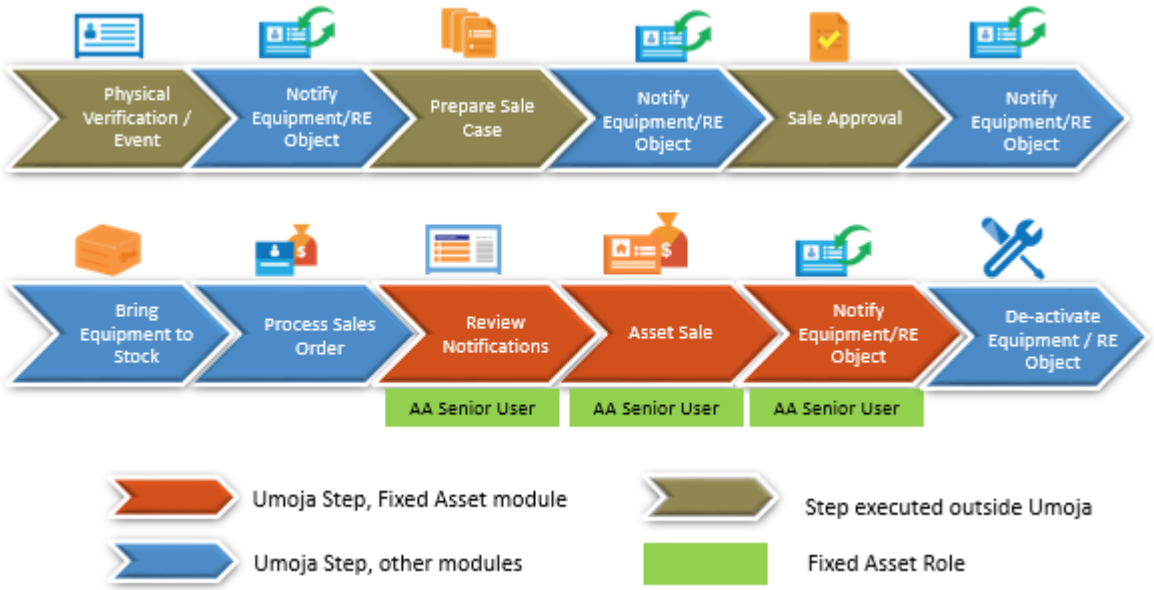
* * * *

Module 7: Retire Fixed Asset by Sale

This module includes the following key points:

- If the retirement is through sale to a customer (whether on a profit or loss) it is performed through the Standard Order process in the Sales and Distribution module and manually entered in the Fixed Asset module
- The retirement of the fixed asset by sale is performed using the T-code **ABAON.** This process involves the Asset Accounting Senior User

Retirement Fixed Asset by Sale



Physical Verification/Event

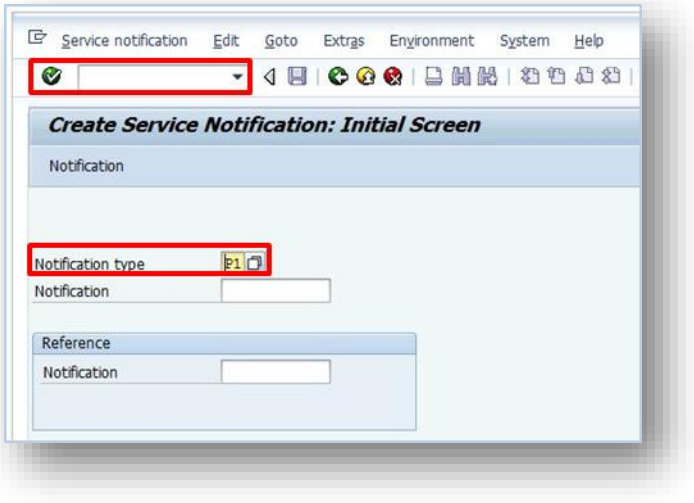
An asset that needs to be sold may be identified as part of the physical verification or triggered by a specific event.

Notify Equipment/Real Estate Object

Create Equipment notification for each equipment that should to be sold with type “PW”, code “UNWRTOFF”. Real Estate Object status will be updated to indicate it should be sold.

The process to create notification is as follows:

1. Enter **IW51** in the **Command** field
2. Click the **Enter** icon. The **Create Service Notification: Initial Screen** is displayed
3. Choose **Notification type** and click the **Enter** icon



4. In the **Notification** tab, populate the following fields:

   a. Under the **Execution** section:

   - **Planner group**
   - **Priority**
   - **Req. start:** If the **Priority Change** pop-up window is displayed asking to specify new dates, click **No**
   - **Main WorkCtr**: This is a required field for the creation of Work orders, but not required for requesting the assignment of an equipment

   • Under the **Reference Object** section:

   - **Functional loc.** and/or **Equipment**: If these fields are not known, user may use the SAP lookup facility

     Note: The **Object Information** pop-up window will be displayed if there are any outstanding notifications or work orders for the same equipment. Click the **OK** icon to exit.

   • Under the **Subject** section:

   - **Coding**: To describe the type of maintenance that is needed for this notification
   - **Description**: Enter a short description of the notification in the **Description** field. Enter the description details in the text box under the **Description** field

5. Click on the **Location Data** tab

   Note: If you have provided the equipment number or functional location in the **Notification** tap, some or all of the below information will be pre-populated based on the equipment master record and will need to be updated to reflect financial details of Funding source.

6. Populate the following fields:
   - Under the **Account Assignment** section:
     - **Company Code**
     - **Business Area**: Where tasks are carried out. This is applicable only if the Business Area field is available
     - **Cost Centre**: The one that is responsible for the charges resulting from the maintenance activities. In case of request for equipment assignment, this would be the requesting Cost Centre
     - **Asset**: In certain cases (i.e. maintenance of functional location), the maintenance cost could be charged against asset, so the asset number has to be specified

7. Click the **Save** button to save the notification

Prepare Sale Case

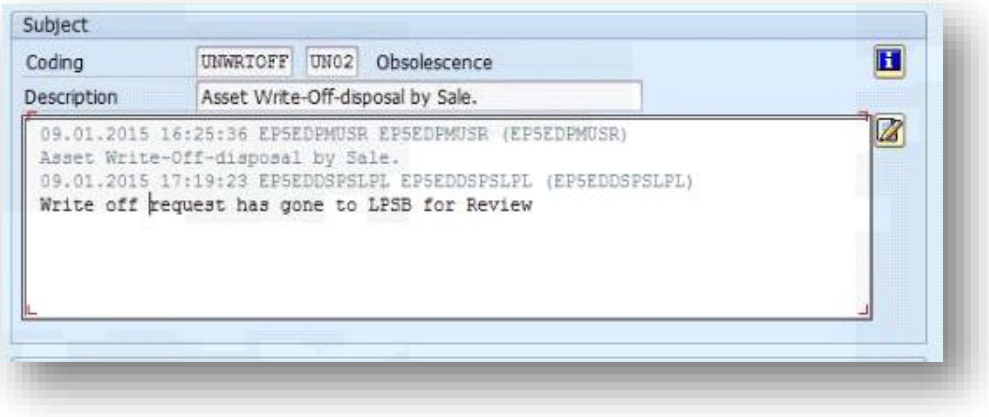
Notify Equipment/Real Estate Object

Equipment notification status is updated to indicate that case has been submitted for approval. Real Estate Object status will be updated to indicate that case has been submitted for approval.

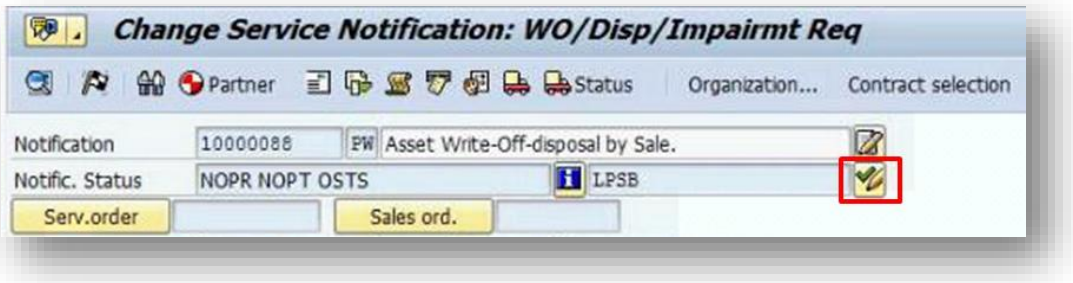
The process to update notification status is as follows:

1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Service Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon

5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process



6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed



7. Select **Status and** click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Sale Approval

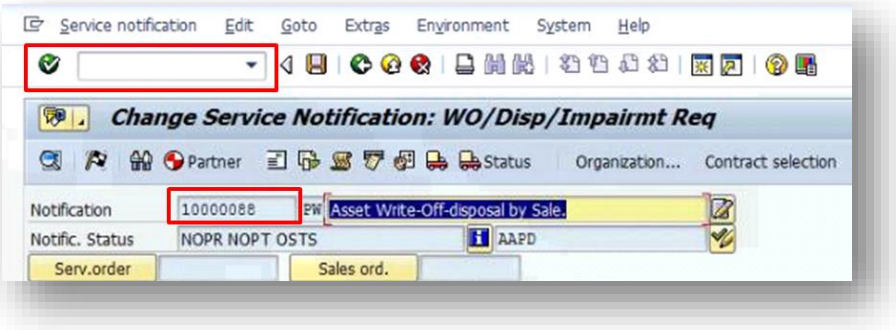
Administrative process is followed up to the point when approval is given by the authority with Property Management Delegation.

Notify Equipment/Real Estate Object

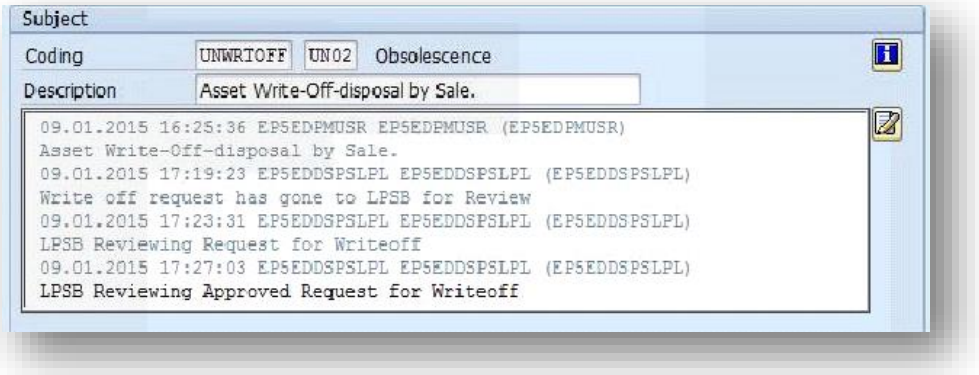
Equipment notification status is updated to indicate that case has been approved (REWA Review Approved). Real Estate Object status will be updated to indicate that case has been approved.

The process to update notification status is as follows:

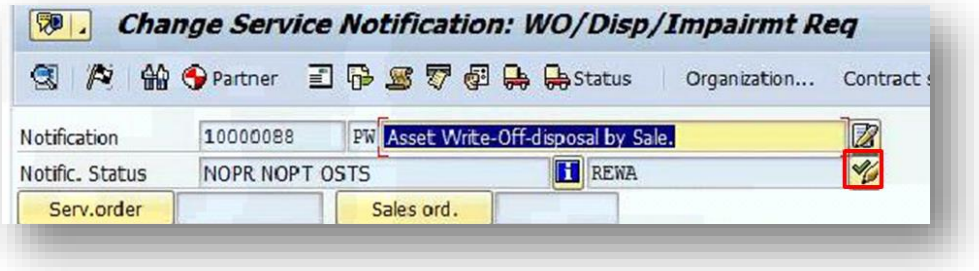
1. Enter **IW52** in the **Command** field
2. Click the **Enter** icon. The **Change Notification: Initial Screen** is displayed
3. Enter the notification number in the **Notification** field
4. Click the **Enter** icon



5. In the **Notification** tab, under the **Subject** section, add information regards to the process flow in the **Description** field, i.e. in cases the reservation was created refering to a notification, add the earlier created reservation number. Additional information can be added regards to the current status of the process



6. Click the icon next to the **Notific. Status** filed. The **Set User Status** pop-up window is displayed



7. Select **Status** and click the **Back** button. The notification status is successfully change.
8. Click the **Save** button

Bring Equipment to Stock

It is necessary to bring equipment back to stock to be able to issue it for the Sales Order with revenue. If the entity does not use Inventory Management, status updates will only be reflected on the equipment side without any Inventory Management transactions.

Process Sales Order

Sales Order will be processed with revenue and any handling costs as necessary. If the entity does not use Inventory Management, the equipment will not be issued to the Sales Order. Instead, the equipment number will be manually referenced in the Sales Order.

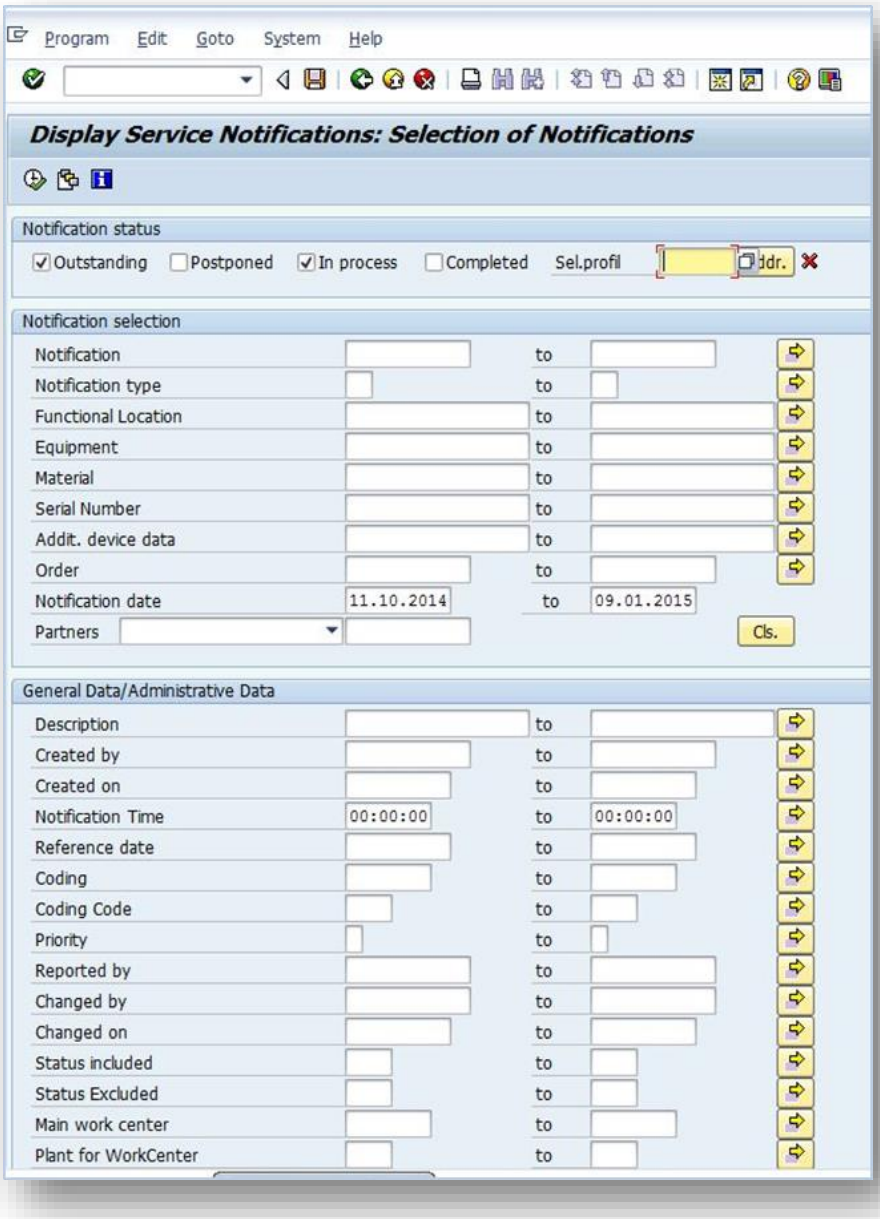
Review Notification on Retirement, T-code IW59

The Asset Accounting Senior User is informed to take action. Use transaction **IW59** to identify the assets that have been sold by running notifications for type "PW", status "DPCO Disp/Impairmt Completed" and asset number and sales order not equal to blank. The notification has the sales order number to obtain the revenue.

To identify the assets that have not been de-recognized, an additional asset report could be executed to verify whether the de-activation date has been populated. Use t-code **ZAAVALAS** to run report. If the deactivation date is populated, it means that the asset has already been de-recognized even though the notification has not been closed.

To search the notifications, execute transaction **IW59**. Using this transaction, you can also run a report and find open notifications.

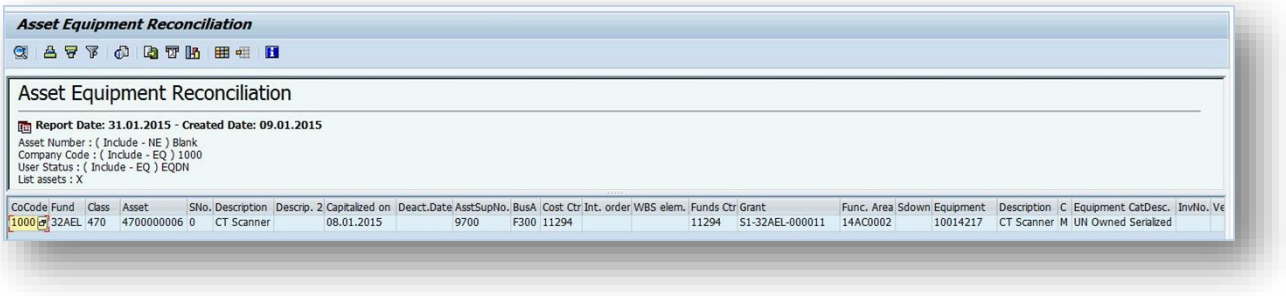
- Identify the following assets that are sold by running notifications:
  - Type **PW**
  - Status **DPCO Disp/Impairmt Completed**
  - Asset number
- Sales order is not equal to blank. The notification has the sales order number to obtain the revenue


Program Edit Goto System Help
Display Service Notifications: Selection of Notifications
Notification status
Outstanding Postponed In process Completed Sel.profil Addr.
Notification selection
Notification to
Notification type to
Functional Location to
Equipment to
Material to
Serial Number to
Addit. device data to
Order to
Notification date 11.10.2014 to 09.01.2015
Partners Cls.
General Data/Administrative Data
Description to
Created by to
Created on to
Notification Time 00:00:00 to 00:00:00
Reference date to
Coding to
Coding Code to
Priority to
Reported by to
Changed by to
Changed on to
Status included to
Status Excluded to
Main work center to
Plant for WorkCenter to

To identify the de-recognized assets, execute an additional asset report. This also helps verify whether the de-activation date is populated.

If the deactivation date is populated, it means that the asset is already de-recognized even though the notification is closed.

Note: Before posting the retirement, verify if de-recognized date is NOT populated.


Asset Equipment Reconciliation
Asset Equipment Reconciliation
Report Date: 31.01.2015 - Created Date: 09.01.2015
Asset Number : (Include - NE) Blank
Company Code : (Include - EQ) 1000
User Status : (Include - EQ) EQDN
List assets : X
CoCode Fund Class Asset SNo. Description Descrip. 2 Capitalized on Deact.Date AsstSupNo. BusA Cost Ctr Int. order WBS elem. Funds Ctr Grant Func. Area Sdown Equipment Description C Equipment CatDesc. InvNo. Ve
1000 32AEL 470 4700000006 0 CT Scanner 08.01.2015 9700 F300 11294 11294 S1-32AEL-000011 14AC0002 10014217 CT Scanner M UN Owned Serialized

Asset Sale

To retire fixed asset by sale, use the T-code **ABAON**. Asset sale will be recorded with respective revenue and the gain/loss will be automatically calculated and posted.

If the postings are not correct, the previous posting needs to be reversed using the T-code **AB08** to find and reverse any transactions such impairment, transfer, retirement. Use T-code **AW01N** to review the asset value.

Notify Equipment/RE Object

T-Code IW22 Equipment notification is updated to indicate that sale has been recorded.

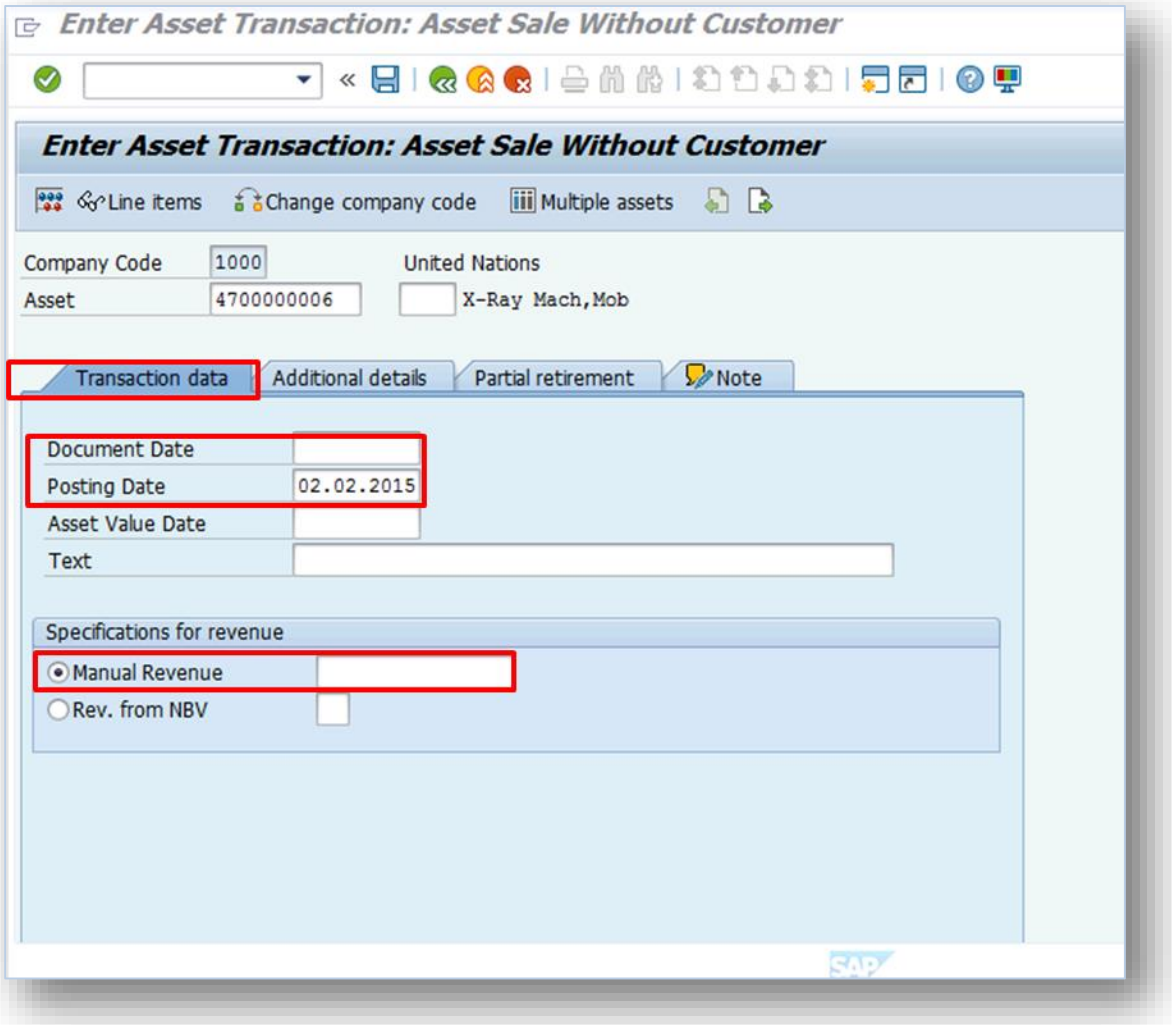
Post Retirement by Sale, T-Code ABAON

To retire fixed asset by sale, use the T-code **ABAON**. Asset sale will be recorded with respective revenue and the gain/loss will be automatically calculated and posted.

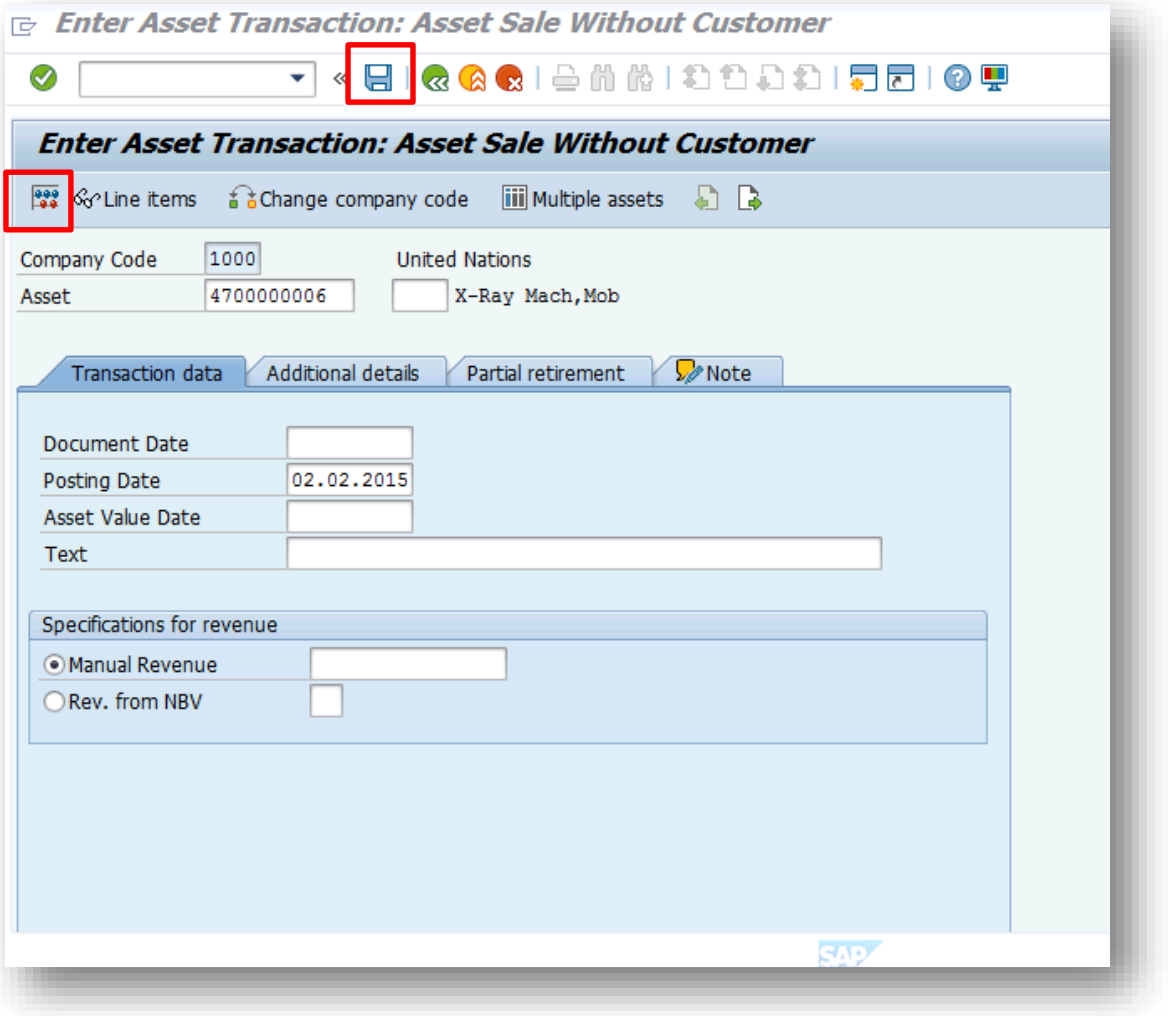
If the postings are not correct, the previous posting needs to be reversed using the T-code **AB08** to find and reverse any transactions such impairment, transfer, retirement. Use T-code **AW01N** to review the asset value.

To retire fixed asset by sale, use the T-code **ABAON.**

1. Click the **Transaction Data** tab. Enter the following details and press **Enter**:
   - Enter approval date in the **Document Date** field
   - Enter date in the **Posting Date** field
   - Enter the revenue amount in the **Manual Revenue** field

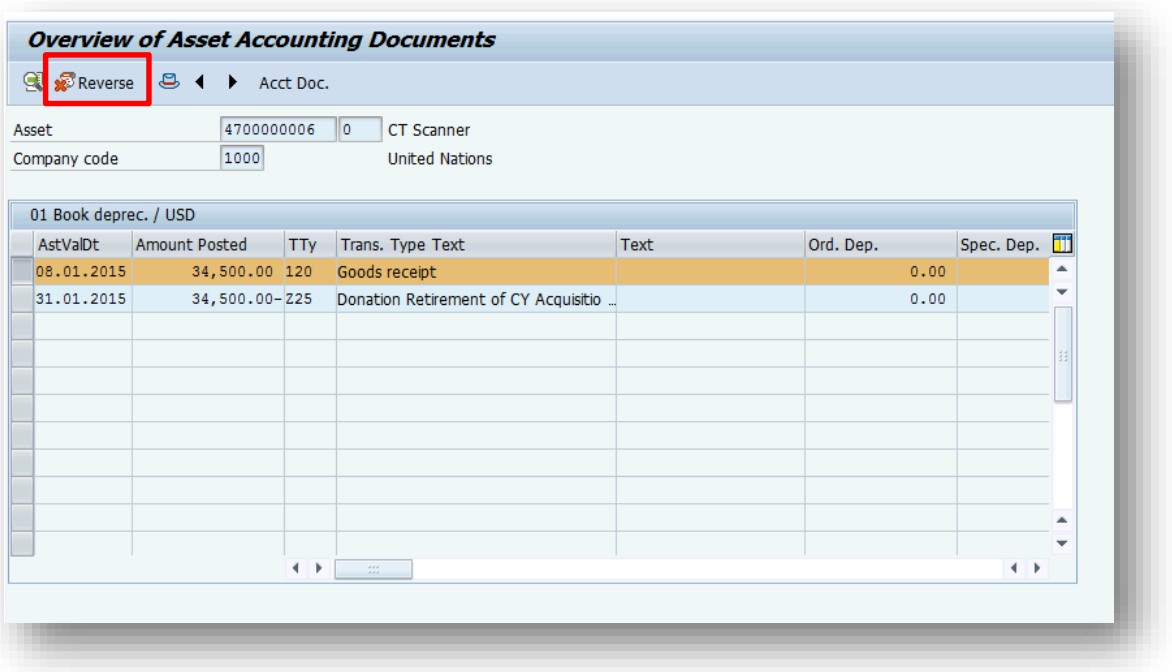


2. Click the **Simulate** button to run the post as a simulation
3. Click the **Save** button to run the transaction when it is ready to post



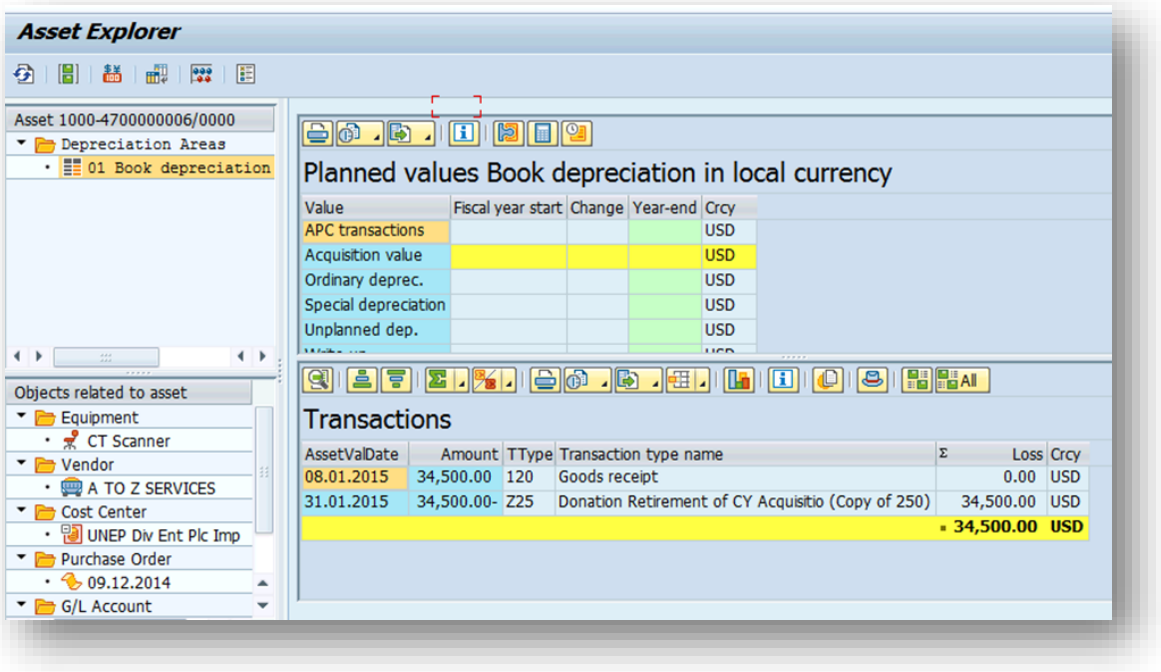
Reverse the Posting if due to Error, T-Code AB08

If the postings are not correct, the previous posting needs to be reversed using the T-code **AB08** to find and reverse any transactions such impairment, transfer and retirement.



Review Asset Accounting and G/L documents, T-Code AW01N

Use the T-code **AW01N** to review the asset value. Double-click the transaction to review the asset accounting and G/L documents.



Notify Equipment/ RE Object, T-Code IW22

Equipment notification is updated to indicate that sale has been recorded. It will not be possible to close the notification until the task for financial entry has been completed.

Real Estate Object status will be updated to indicate the sale has been recorded.

* * * *

Module 8: Run the Asset Accounting Reports

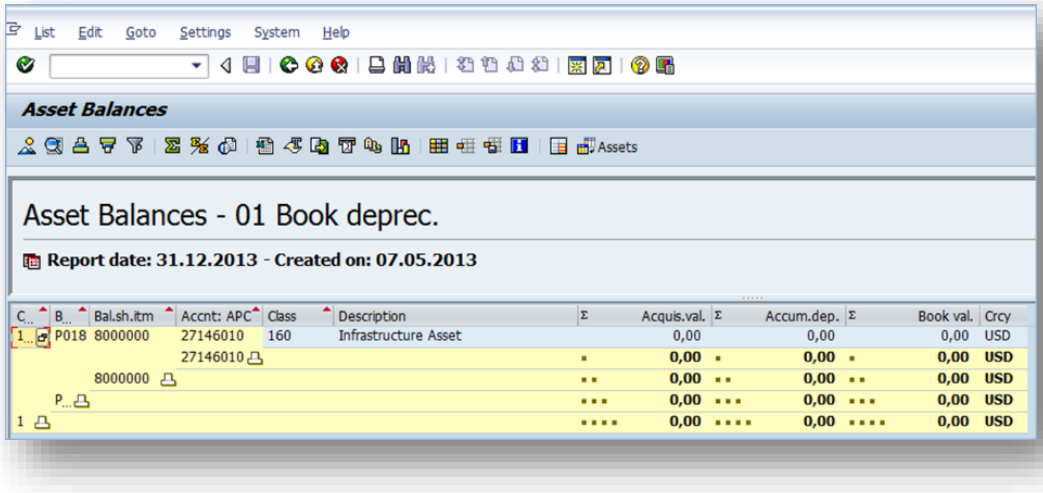
This module includes the following key points:

- The following are the Asset Accounting related reports:
  - Asset Balances
  - Asset History Sheet
  - Ordinary Depreciation
  - Unplanned Depreciation
  - Changes to Asset Master Records
  - Asset Acquisitions, Retirements, Transfers, Transactions
  - Asset Master Validation
- The Asset Balances report is generted using the T-code **S_ALR_87011963**
- The Asset History sheet is generted using the T-code **S_ALR_87011990**
- The Ordinary Depreciation report is generted using the T-code **S_ALR_87012006**
- The Unplanned Depreciation report is viewed using the T-code **S_ALR_87012008**
- The Asset Master records changes are viewed using the T-code **AS03**
- The Asset Transactions reports are viewed using the T-codes **S_ALR_87012048**, **S_ALR_87012050**, **S_ALR_87012052** and **S_ALR_87012054**
- The Asset Master Validation report is generted using the T-code **ZAAVALAS**

Asset Balances, T-Code S_ALR_87011963

This report displays the values of all assets in a depreciation area. The user can filter and customize this report based on how he or she would like to view assets.

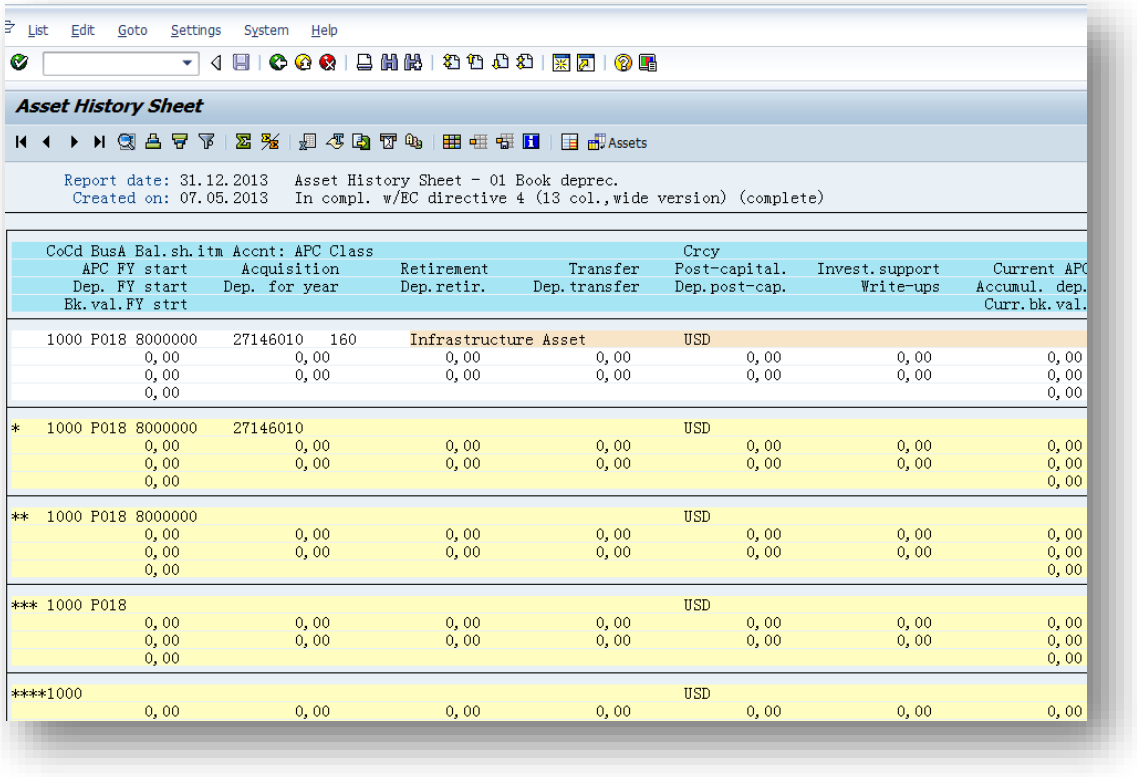
To generate this report, use the T-code **S_ALR_87011963**.


List Edit Goto Settings System Help
Asset Balances
Assets
Asset Balances - 01 Book deprec.
Report date: 31.12.2013 - Created on: 07.05.2013
C... B... Bal.sh.itm Accnt: APC Class Description Σ Acquis.val. Σ Accum.dep. Σ Book val. Crcy
1... P018 8000000 27146010 160 Infrastructure Asset 0,00 0,00 0,00 USD
27146010 0,00 0,00 0,00 USD
8000000 0,00 0,00 0,00 USD
P... 0,00 0,00 0,00 USD
1 0,00 0,00 0,00 USD

Asset History Sheet, T-Code S_ALR_87011990

This report is the most important and most comprehensive asset report for the year-end closing or for an interim financial statement. This report contains information from opening balances to the end of the year.

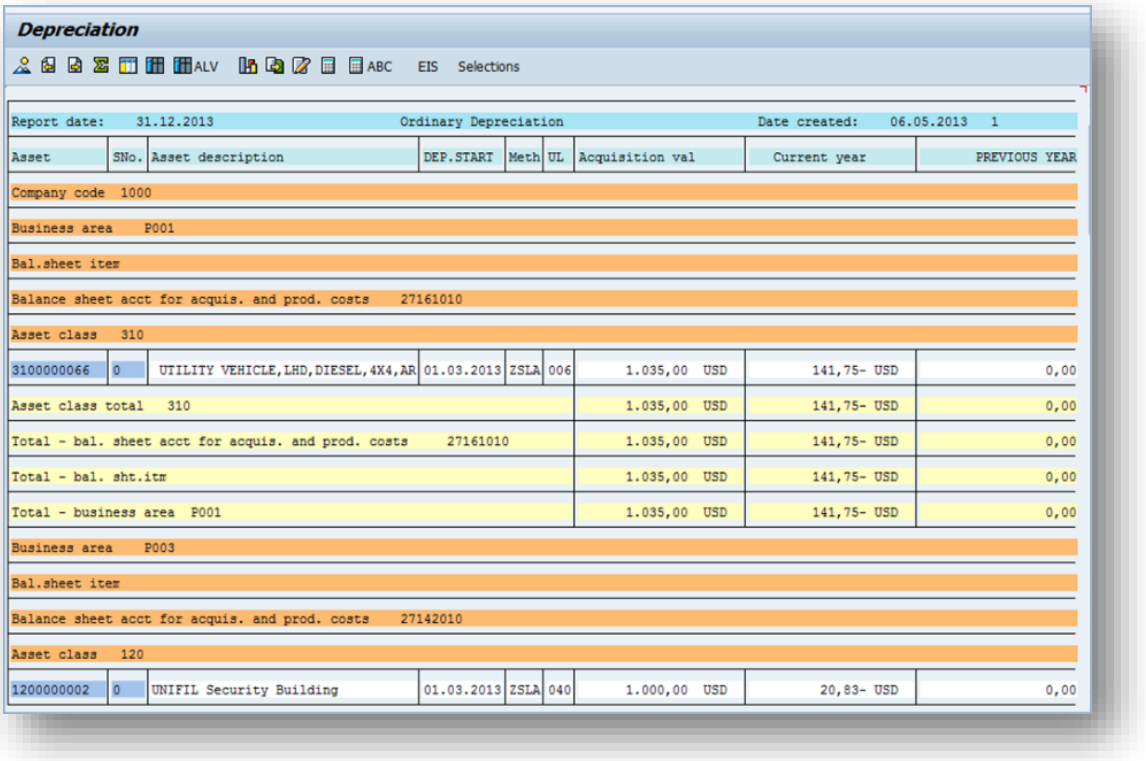
This report contains information from opening balances to the end of the year. To generate this report, use the T-code **S_ALR_87011990**.


List Edit Goto Settings System Help
Asset History Sheet
Assets
Report date: 31.12.2013 Asset History Sheet - 01 Book deprec.
Created on: 07.05.2013 In compl. w/EC directive 4 (13 col.,wide version) (complete)
CoCd BusA Bal.sh.itm Accnt: APC Class Crcy
APC FY start Acquisition Retirement Transfer Post-capital. Invest.support Current APC
Dep. FY start Dep. for year Dep.retir. Dep.transfer Dep.post-cap. Write-ups Accumul. dep.
Bk.val.FY strt Curr.bk.val.
1000 P018 8000000 27146010 160 Infrastructure Asset USD
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00
* 1000 P018 8000000 27146010 USD
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00
** 1000 P018 8000000 USD
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00
*** 1000 P018 USD
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00 0,00 0,00 0,00 0,00 0,00
0,00 0,00
****1000 USD
0,00 0,00 0,00 0,00 0,00 0,00 0,00

Ordinary Depreciation, T-Code S_ALR_87012006

This report displays the value of ordinary depreciation of assets for a fiscal year.

To generate this report, use the T-code **S_ALR_87012006**.



Depreciation

ALV ABC EIS Selections

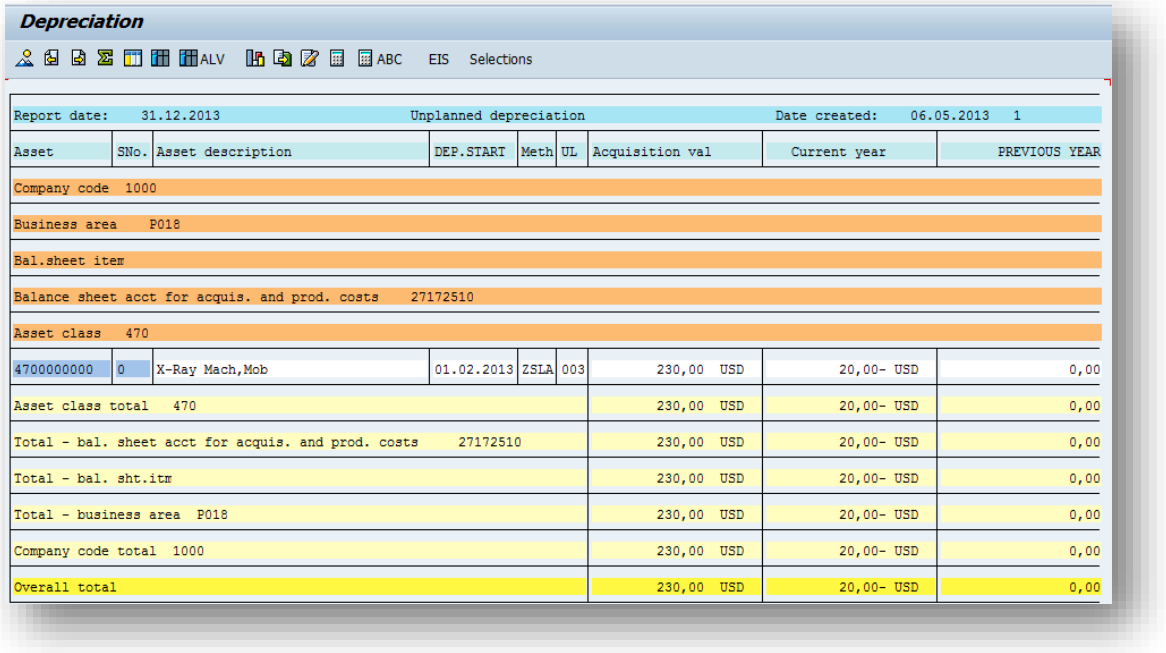
Report date: 31.12.2013 Ordinary Depreciation Date created: 06.05.2013 1

Asset	SNo.	Asset description	DEP.START	Meth	UL	Acquisition val	Current year	PREVIOUS YEAR
Company code 1000								
Business area P001								
Bal.sheet item								
Balance sheet acct for acquis. and prod. costs 27161010								
Asset class 310								
3100000066	0	UTILITY VEHICLE,LHD,DIESEL,4X4,AR	01.03.2013	ZSLA	006	1.035,00 USD	141,75- USD	0,00
Asset class total 310						1.035,00 USD	141,75- USD	0,00
Total - bal. sheet acct for acquis. and prod. costs 27161010						1.035,00 USD	141,75- USD	0,00
Total - bal. sht.itm						1.035,00 USD	141,75- USD	0,00
Total - business area P001						1.035,00 USD	141,75- USD	0,00
Business area P003								
Bal.sheet item								
Balance sheet acct for acquis. and prod. costs 27142010								
Asset class 120								
1200000002	0	UNIFIL Security Building	01.03.2013	ZSLA	040	1.000,00 USD	20,83- USD	0,00

Unplanned Depreciation, T-Code S_ALR_87012008

This report displays the value of unplanned depreciation of assets for a fiscal year.

To generate this report, use the T-code **S_ALR_87012008**.



Depreciation

ALV ABC EIS Selections

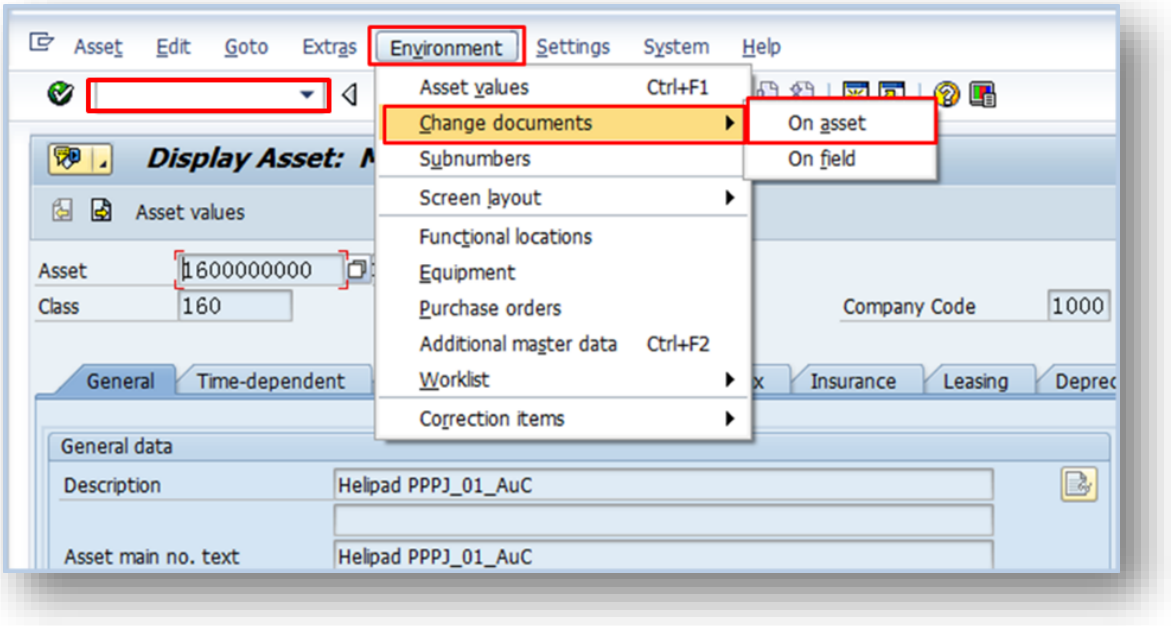
Report date: 31.12.2013 Unplanned depreciation Date created: 06.05.2013 1

Asset	SNo.	Asset description	DEP.START	Meth	UL	Acquisition val	Current year	PREVIOUS YEAR
Company code 1000								
Business area P018								
Bal.sheet item								
Balance sheet acct for acquis. and prod. costs 27172510								
Asset class 470								
4700000000	0	X-Ray Mach,Mob	01.02.2013	ZSLA	003	230,00 USD	20,00- USD	0,00
Asset class total 470						230,00 USD	20,00- USD	0,00
Total - bal. sheet acct for acquis. and prod. costs 27172510						230,00 USD	20,00- USD	0,00
Total - bal. sht.itm						230,00 USD	20,00- USD	0,00
Total - business area P018						230,00 USD	20,00- USD	0,00
Company code total 1000						230,00 USD	20,00- USD	0,00
Overall total						230,00 USD	20,00- USD	0,00

Changes to Asset Master Records, T-Code AS03

This report lists the changes to the **Asset Master** record.

To find the list of users who modified an asset master record, run the T-code **AS03**. Click the **Environnent** menu, **Change documents** and **On asset**.



Asset Acquisitions, Retirements, Transfers and Transactions

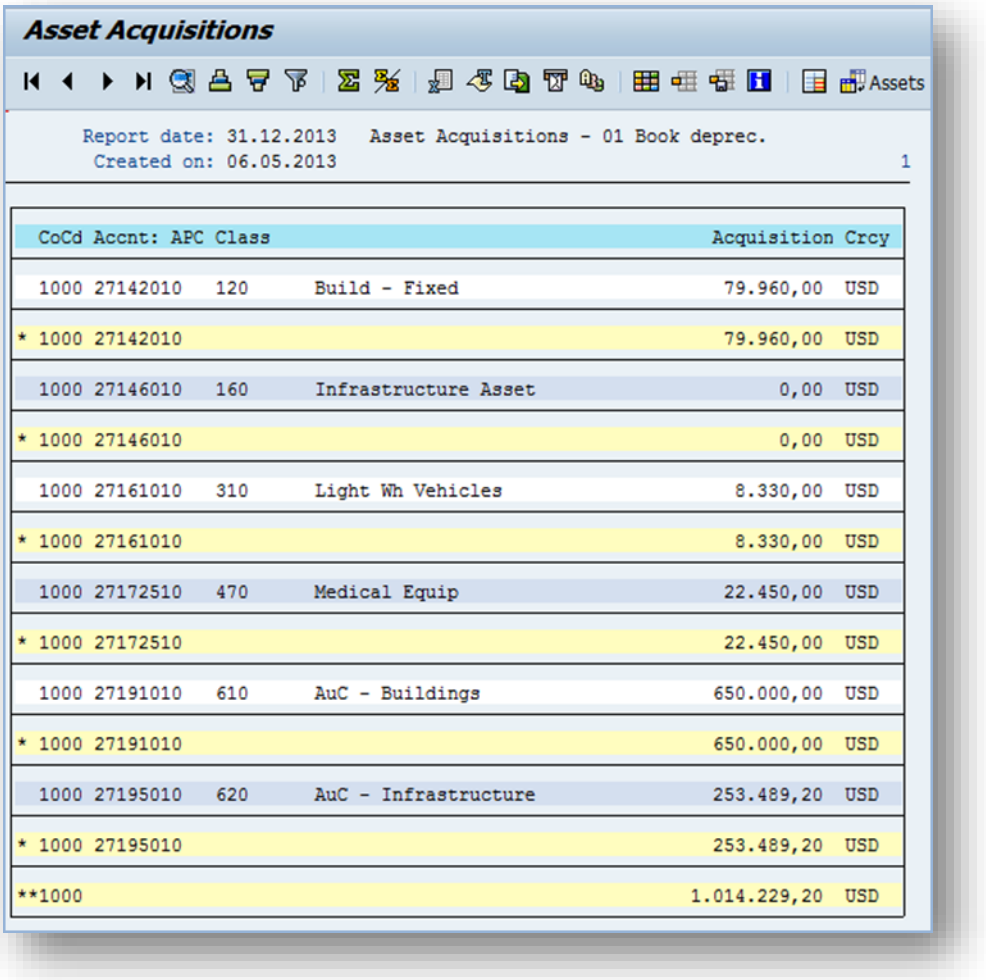
The reports below list different transactions such as Asset Acquisitions, Retirements and Transfers.

Use the following T-codes for the asset transaction reports:

- All Asset Transactions: **S_ALR_87012048**
- Asset Acquisitions: **S_ALR_87012050**
- Asset Retirements: **S_ALR_87012052**
- Asset Transfers: **S_ALR_87012054**

Asset Transaction, T-code S_ALR_87012050

In this example, we have used the T-code **S_ALR_87012050** to display the Asset Acquisitions report.



Asset Acquisitions

Assets

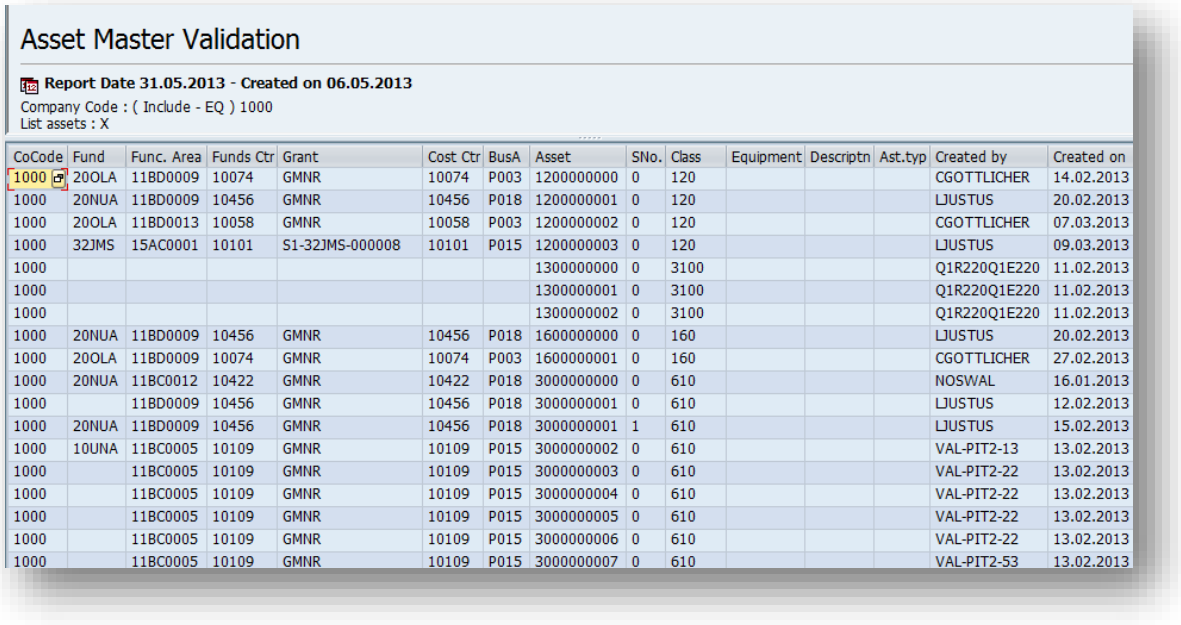
Report date: 31.12.2013 Asset Acquisitions - 01 Book deprec.
Created on: 06.05.2013 1

CoCd	Accnt: APC	Class		Acquisition	Crcy
1000	27142010	120	Build - Fixed	79.960,00	USD
* 1000	27142010			79.960,00	USD
1000	27146010	160	Infrastructure Asset	0,00	USD
* 1000	27146010			0,00	USD
1000	27161010	310	Light Wh Vehicles	8.330,00	USD
* 1000	27161010			8.330,00	USD
1000	27172510	470	Medical Equip	22.450,00	USD
* 1000	27172510			22.450,00	USD
1000	27191010	610	AuC - Buildings	650.000,00	USD
* 1000	27191010			650.000,00	USD
1000	27195010	620	AuC - Infrastructure	253.489,20	USD
* 1000	27195010			253.489,20	USD
**1000				1.014.229,20	USD

Asset Master Validation, T-code ZAAVALAS

This report displays all relevant asset master fields, including linkages to real estate objects for validation.

To view all UN assets in the Umoja ECC system, open the Asset Master Validation Report using the T-code **ZAAVALAS**. This displays all relevant asset master fields, including linkages to real estate objects for validation.



Asset Master Validation

Report Date 31.05.2013 - Created on 06.05.2013

Company Code : (Include - EQ) 1000
List assets : X

CoCode	Fund	Func. Area	Funds Ctr	Grant	Cost Ctr	BusA	Asset	SNo.	Class	Equipment	Descriptn	Ast.typ	Created by	Created on
1000	20OLA	11BD0009	10074	GMNR	10074	P003	1200000000	0	120				CGOTTLICHER	14.02.2013
1000	20NUA	11BD0009	10456	GMNR	10456	P018	1200000001	0	120				LJUSTUS	20.02.2013
1000	20OLA	11BD0013	10058	GMNR	10058	P003	1200000002	0	120				CGOTTLICHER	07.03.2013
1000	32JMS	15AC0001	10101	S1-32JMS-000008	10101	P015	1200000003	0	120				LJUSTUS	09.03.2013
1000							1300000000	0	3100				Q1R220Q1E220	11.02.2013
1000							1300000001	0	3100				Q1R220Q1E220	11.02.2013
1000							1300000002	0	3100				Q1R220Q1E220	11.02.2013
1000	20NUA	11BD0009	10456	GMNR	10456	P018	1600000000	0	160				LJUSTUS	20.02.2013
1000	20OLA	11BD0009	10074	GMNR	10074	P003	1600000001	0	160				CGOTTLICHER	27.02.2013
1000	20NUA	11BC0012	10422	GMNR	10422	P018	3000000000	0	610				NOSWAL	16.01.2013
1000		11BD0009	10456	GMNR	10456	P018	3000000001	0	610				LJUSTUS	12.02.2013
1000	20NUA	11BD0009	10456	GMNR	10456	P018	3000000001	1	610				LJUSTUS	15.02.2013
1000	10UNA	11BC0005	10109	GMNR	10109	P015	3000000002	0	610				VAL-PIT2-13	13.02.2013
1000		11BC0005	10109	GMNR	10109	P015	3000000003	0	610				VAL-PIT2-22	13.02.2013
1000		11BC0005	10109	GMNR	10109	P015	3000000004	0	610				VAL-PIT2-22	13.02.2013
1000		11BC0005	10109	GMNR	10109	P015	3000000005	0	610				VAL-PIT2-22	13.02.2013
1000		11BC0005	10109	GMNR	10109	P015	3000000006	0	610				VAL-PIT2-22	13.02.2013
1000		11BC0005	10109	GMNR	10109	P015	3000000007	0	610				VAL-PIT2-53	13.02.2013

Note:

The selection of data chosen for each report can be set in the initial screen.

* * * *

Appendix and Reference Information

Key Transactions

Transactions	T-Code
Create, Change, and View Asset	**AS01, AS02, AS03**
Capitalize Asset	**F-90**
Navigate to the Depreciation Posting Run screen	**AFAB**
Post impairment value	**ABAA**
Retire fixed asset	**ABAVN, ABAON**
Transfer fixed asset	**ZAA_MASS_TFR**
Run the Asset Accounting reports	**S_ALR_87011963, S_ALR_87011990, S_ALR_87012006, S_ALR_87012008, AS03, S_ALR_87012048, S_ALR_87012050, S_ALR_87012052 and S_ALR_87012054 and ZAAVALAS**

Key Terminology

Key Terms	Description
Amortization	The deduction of capital expenses over an asset's life. This method measures the consumption of the value of intangible assets. In Umoja, both depreciation and amortization are referred to as depreciation.
Asset Class	A criteria for structuring fixed assets from an accounting point of view. Every asset has to be assigned to exactly one asset class. The asset class is used to assign the assets (and their business transactions) to the correct G/L accounts.
Asset Class	A criteria for structuring fixed assets from an accounting point of view. Every asset has to be assigned to exactly one asset class. The asset class is used to assign the assets (and their business transactions) to the correct G/L accounts.
Assets under Construction	The process to account for self-constructed assets, internally developed intangible assets and other capital projects which are mainly of long duration and high dollar amount.
Assets under Construction	The process to account for self-constructed assets internally developed intangible assets and other capital projects which are mainly of long duration and high dollar amount.
Capitalization	The recording of business expenditures as assets because their occurrences produce benefits for the business for more than a financial year.
Depreciation	The diminution in the value of an asset due to the normal wear and tear over the life of the asset. It is calculated on a straight-line basis over the period of the life that is stored in the asset master data. This method measures the consumption of the value of tangible assets.
Final Asset	The point where assets are deemed available to use and depreciation starts.
Fixed Asset	A subset of non-current assets that can be used for more than one reporting period and is material in value.
Impairment	A loss in the future economic benefits or service potential of an asset, over and above depreciation.
Intangible Asset	An asset that is not physical in nature, for example patents, trademarks and software.
Tangible Asset	An asset that has a physical form, for example machinery, buildings or land.
Useful Life	The length of time that a depreciable asset is expected to be useable.

Depreciation Transactions

Before performing a depreciation run, recalculate depreciation using transaction code **AFAR**.

The Financial Accounting Closing User reviews and finalizes any changes to the depreciation run. Navigate to the Depreciation Posting Run screen using the T-code **AFAB**.

Select the reason for posting run and perform depreciation as a Test Run first to verify.

Depreciation will be centrally run by OPPBA to post the monthly depreciation for the entire company code**.**

Umoja can perform four depreciation runs. Planned Posting Run will be performed at each month end, others will be performed on need basis.

Planned Posting Run

The UN will perform a depreciation run at the end of each month, as part of the month-end closing process. Umoja checks that a prior-month depreciation run has been posted before allowing the user to post current-month depreciation.

For example, processing of the depreciation run for the month of October can only take place after all depreciation postings/runs up to September are successfully completed.

Re-Run

In case depreciation has to be re-run, it can only be done for the last period performed.

The system will only consider changes that have taken place in the asset register since the last run.

It will post depreciation amounts that were not posted in previous runs.

Restart Run

The restart run option will be performed when the system was stalled and the depreciation run could not be completed.

Unplanned Posting Run

The unplanned posting run option is generally not used. It can be used when running depreciation out of sequence. For example, executing the depreciation run for December when the last run was performed for September.

Review and Prepare for Depreciation Run

Note that the depreciation run is always performed at company code level, in UNHQ only.

Missions will be required to ensure that the fixed asset master record are complete, have correct data, impairment, adjustments to useful lives etc. have been recorded before the run is performed.

Confirm Depreciation Mode

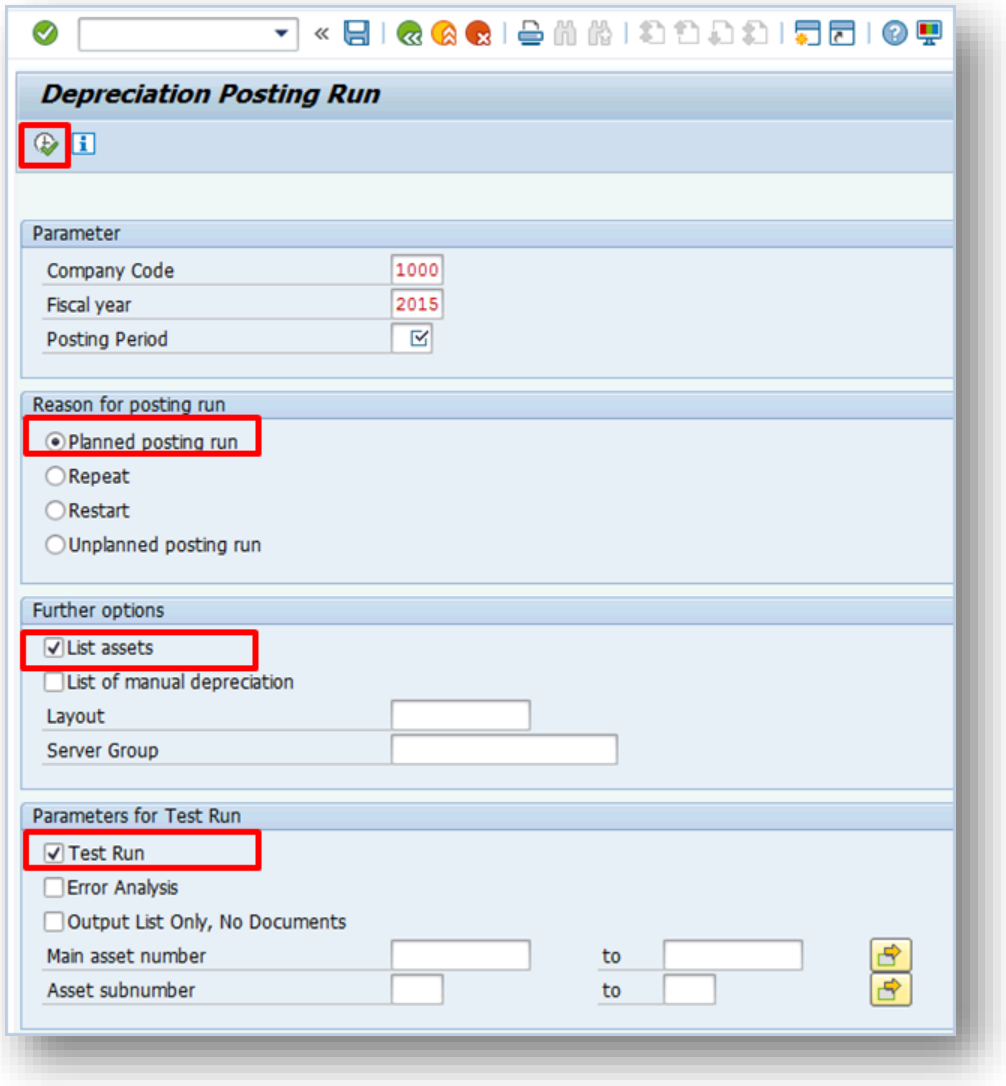
Navigate to the **Depreciation Posting Run** screen using the T-code **AFAB**. The status of the **Depreciation Posting Run** displays.

Step-by-Step Instructions

The process to depreciate assets is as follows:

1. Enter the required year in the **Fiscal Year** field
2. Enter the required period in the **Posting Period** field
3. Select the **Planned posting run** option under **Reason for posting run**
4. Select the **List assets** option under **Further options**
5. Select the optional fields **Test Run**, **Error Analysis** under **Parameters for Test Run**

6. Click the **Execute** button to perform a test run



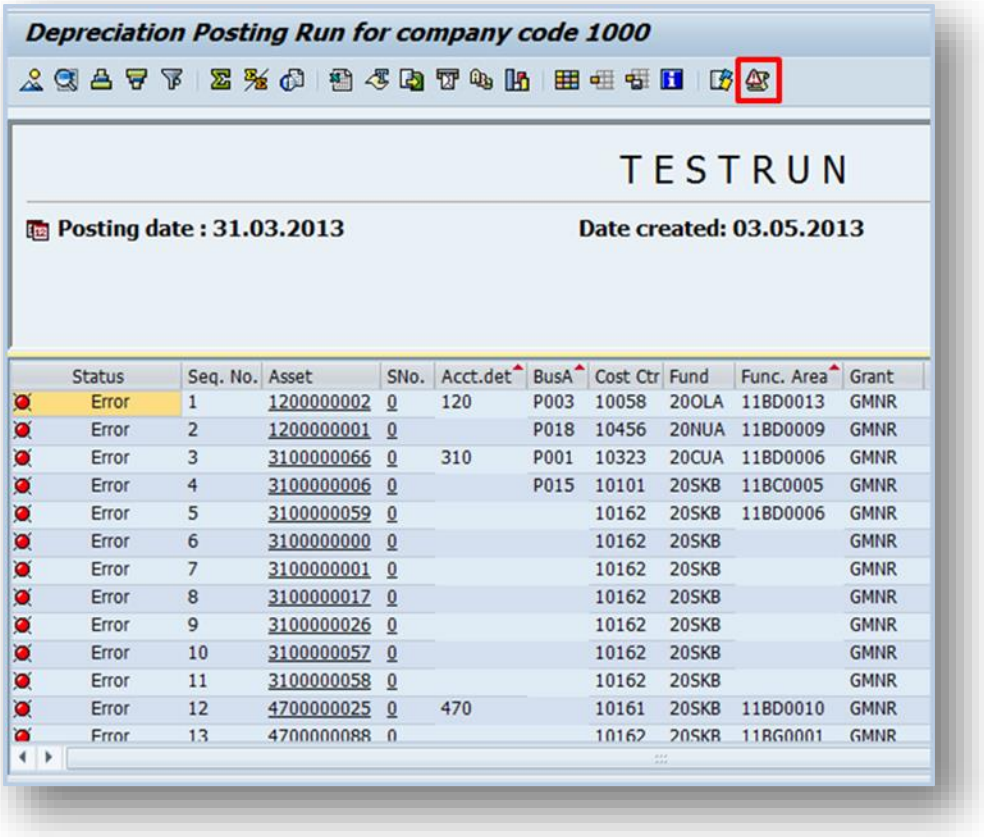
Run in Test Mode and Foreground

After errors are rectified, run the simulation in the background for all assets. Note that the system limits depreciation run to the first 1000 assets.

Note:

Normally no error will be reported, as Umoja will not allow documents to be posted which are not complete in all respects.

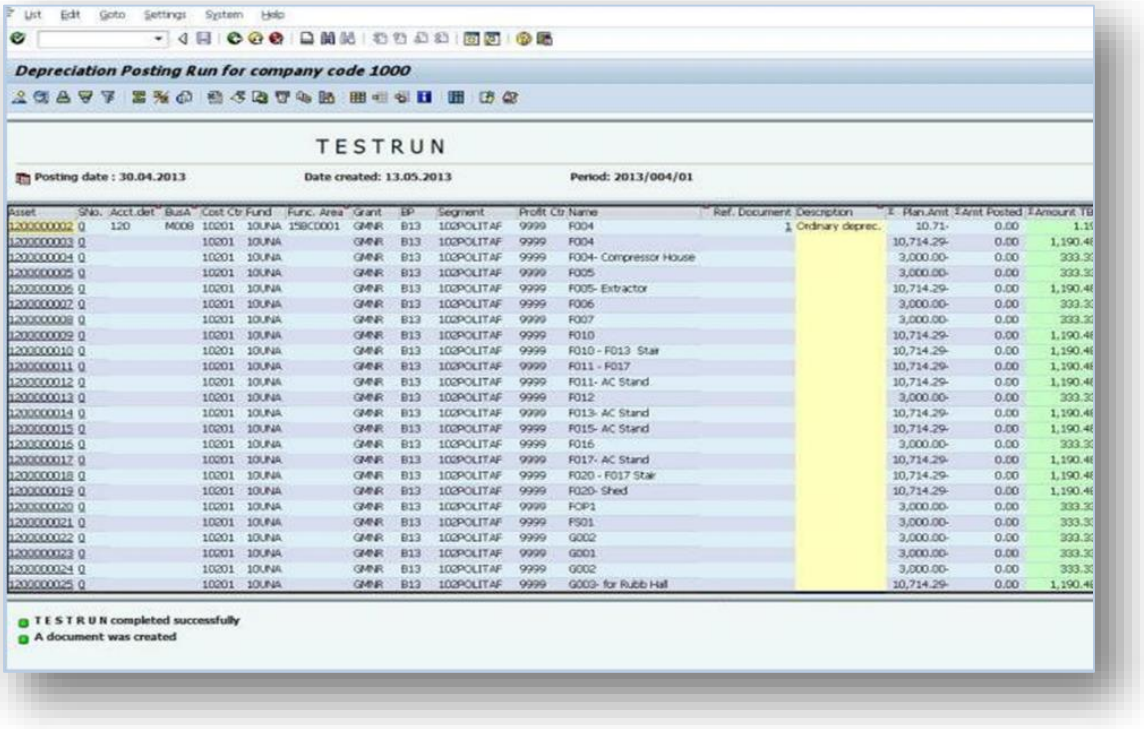
The status of the depreciation run is then displayed. If there are any errors, click the **Error List** button to review them.



Status	Seq. No.	Asset	SNo.	Acct.det	BusA	Cost Ctr	Fund	Func. Area	Grant
Error	1	1200000002	0	120	P003	10058	20OLA	11BD0013	GMNR
Error	2	1200000001	0		P018	10456	20NUA	11BD0009	GMNR
Error	3	3100000066	0	310	P001	10323	20CUA	11BD0006	GMNR
Error	4	3100000006	0		P015	10101	20SKB	11BC0005	GMNR
Error	5	3100000059	0			10162	20SKB	11BD0006	GMNR
Error	6	3100000000	0			10162	20SKB		GMNR
Error	7	3100000001	0			10162	20SKB		GMNR
Error	8	3100000017	0			10162	20SKB		GMNR
Error	9	3100000026	0			10162	20SKB		GMNR
Error	10	3100000057	0			10162	20SKB		GMNR
Error	11	3100000058	0			10162	20SKB		GMNR
Error	12	4700000025	0	470		10161	20SKB	11BD0010	GMNR
Error	13	4700000088	0			10162	20SKB	11BG0001	GMNR

Note:

If there are no errors, the text run will complete successfully.


List Edit Goto Settings System Help
Depreciation Posting Run for company code 1000
TESTRUN
Posting date : 30.04.2013
Date created: 13.05.2013
Period: 2013/004/01
T E S T R U N completed successfully
A document was created

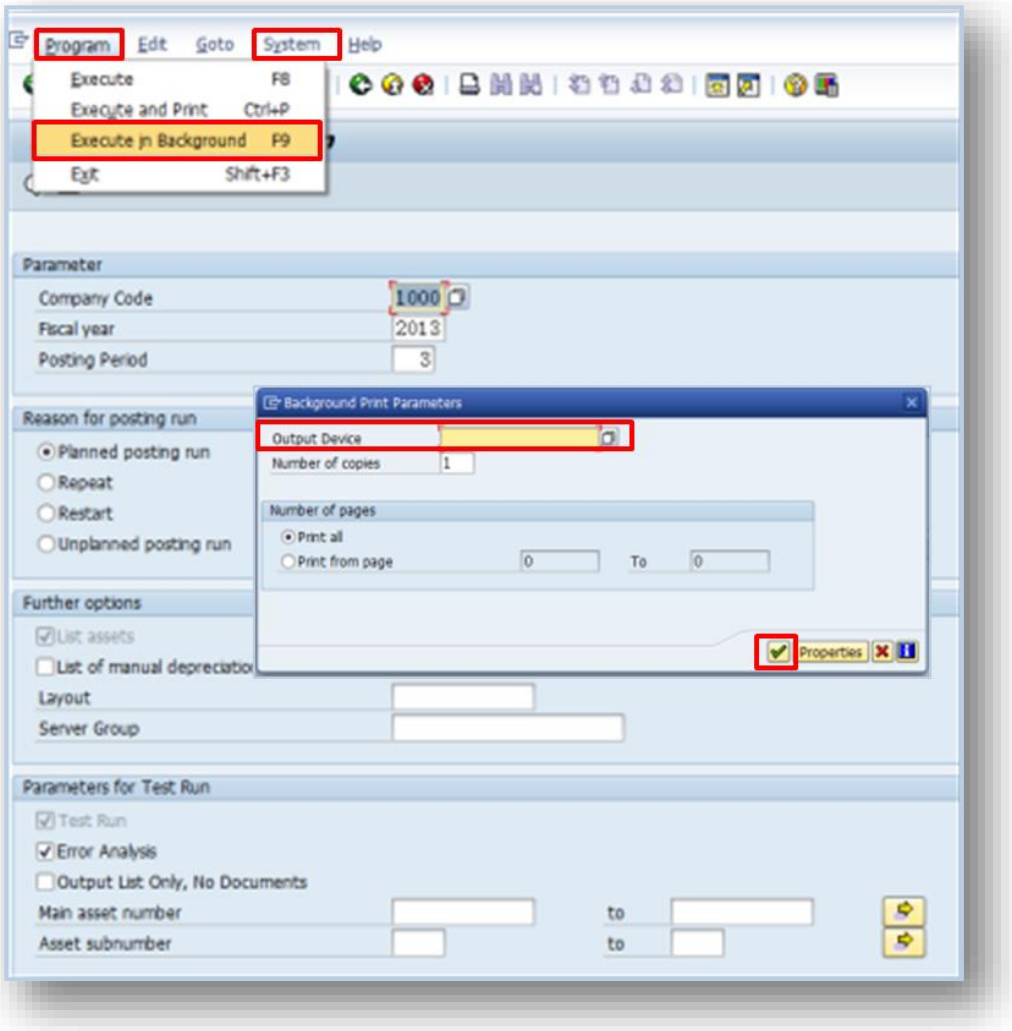
Run in Test Mode and Background

After errors are rectified, run the simulation in the background for all assets.

Step-by-Step Instructions

Follow the steps below to run the simulation in the background for all assets:

1. Click the **Back** button to revisit the previous screen
2. Select the **Execute in Background** > **Program** menu item to run the simulation in the background
3. Click the **System** menu. The **Background Print Parameters** pop-up window displays
4. Select **LOCL** > **Output Device** menu item
5. Click the **Enter** button



6. Click the **Immediate** button
7. Click the **Save** button

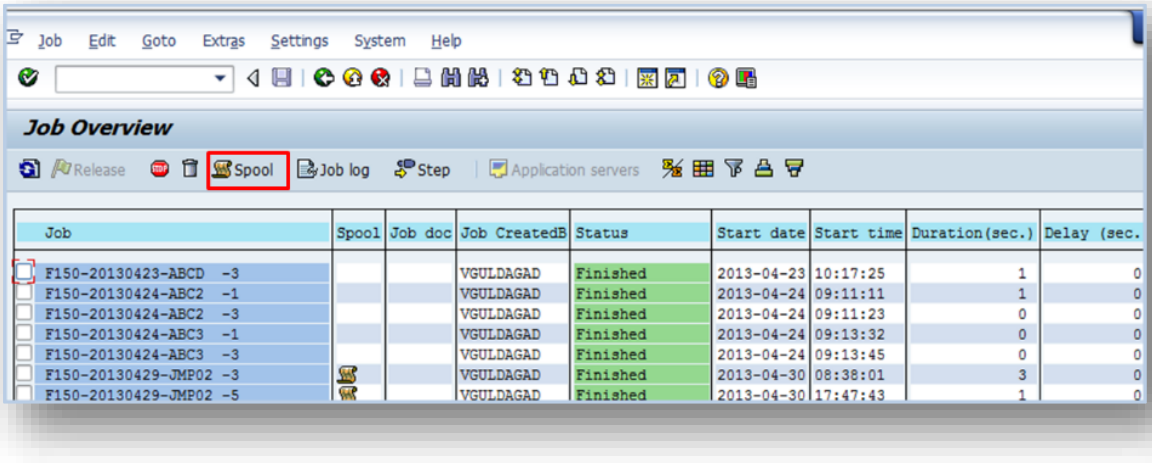
Verify Depreciation Amounts

After the job is performed, check it by clicking the **System menu** and **Own Jobs**.

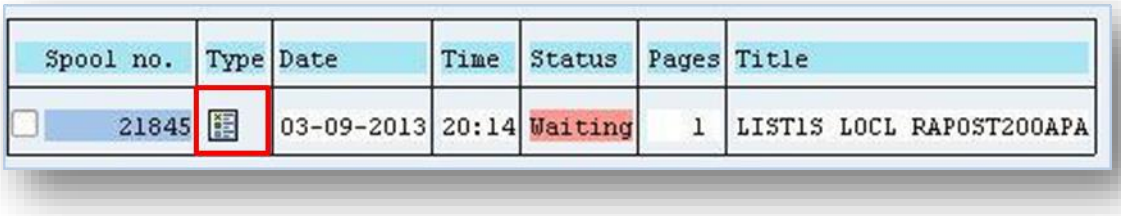
Step-by-Step Instructions

Follow the steps below to verify the depreciation amounts:

1. Click the **Spool** button


Job Edit Goto Extras Settings System Help
Job Overview
Release Spool Job log Step Application servers
Job Spool Job doc Job CreatedB Status Start date Start time Duration(sec.) Delay (sec.
F150-20130423-ABCD -3 VGULDAGAD Finished 2013-04-23 10:17:25 1 0
F150-20130424-ABC2 -1 VGULDAGAD Finished 2013-04-24 09:11:11 1 0
F150-20130424-ABC2 -3 VGULDAGAD Finished 2013-04-24 09:11:23 0 0
F150-20130424-ABC3 -1 VGULDAGAD Finished 2013-04-24 09:13:32 0 0
F150-20130424-ABC3 -3 VGULDAGAD Finished 2013-04-24 09:13:45 0 0
F150-20130429-JMP02 -3 VGULDAGAD Finished 2013-04-30 08:38:01 3 0
F150-20130429-JMP02 -5 VGULDAGAD Finished 2013-04-30 17:47:43 1 0

2. Review the report in the **Type** column
3. Click the **Job Log** button to view errors and description



Perform Actual Run

After all checks are complete and no errors exist, click the **Back** button to go to the **Depreciation Posting Run** screen. Note that this will run as an actual posting.

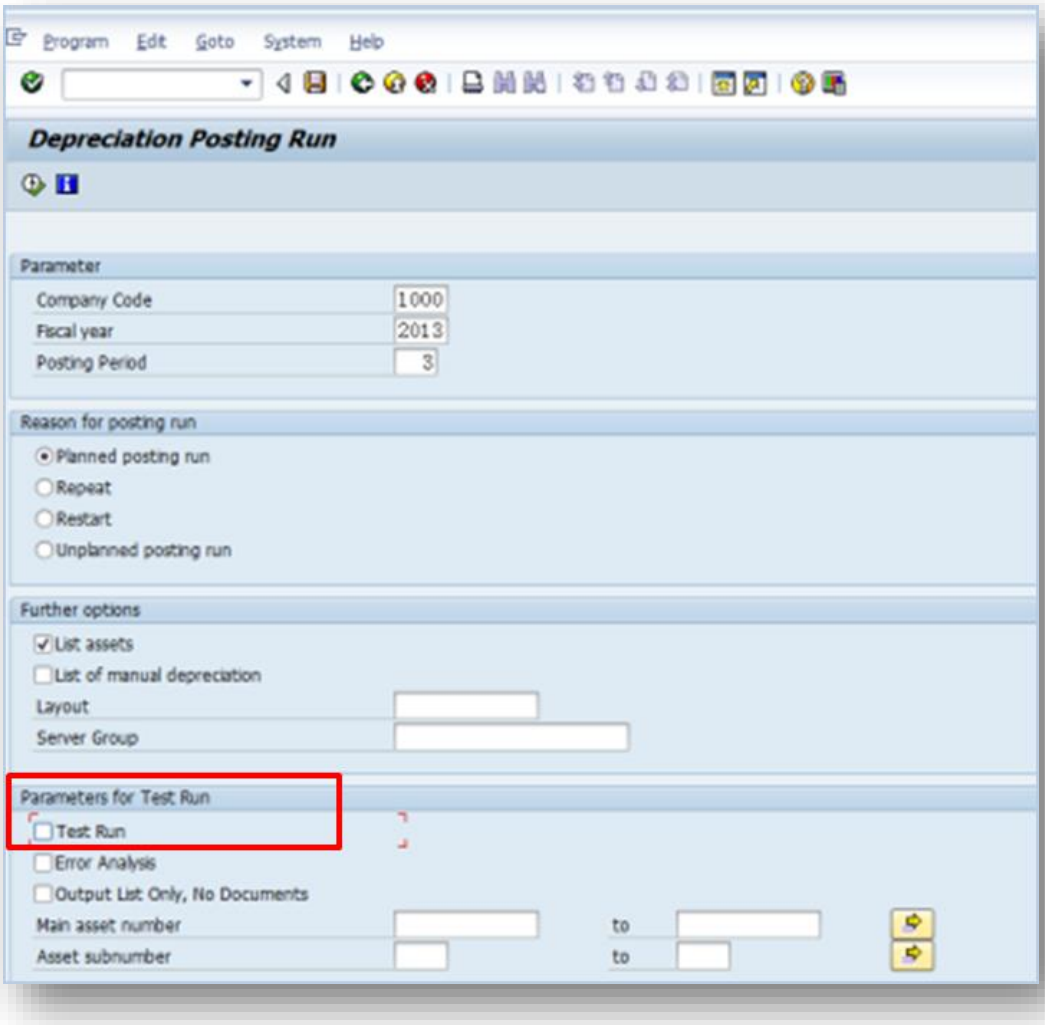
Step-by-Step Instructions

Follow the steps below to perform the actual run:

1. Uncheck **Test Run** under **Parameters for Test Run**
2. Perform the same steps for the background run

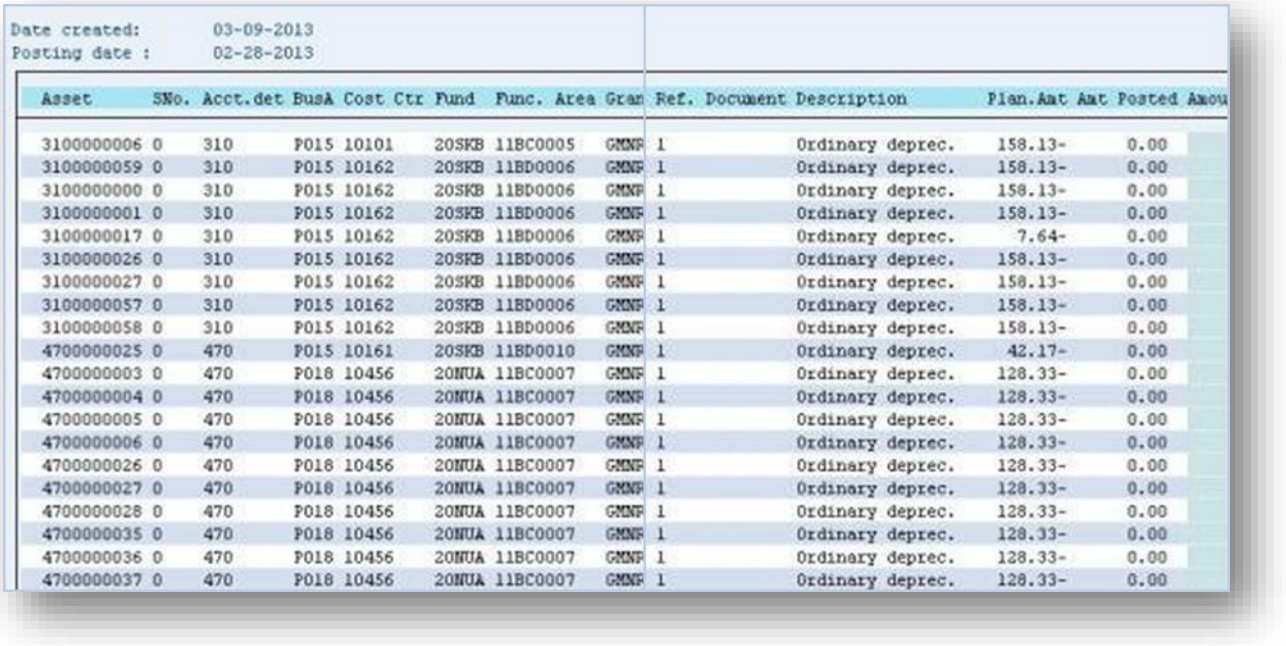
Note:

The background run will run as an actual posting.



Review Postings

Review depreciation postings. Monthly depreciation is shown as **Ordinary Depreciation** and Impairment is shown as **Special Depreciation**. Use the T-code **SMX** to search for previous depreciation runs, executed by the current user.



Date created: 03-09-2013
Posting date : 02-28-2013

Asset	SNo.	Acct.det	BusA	Cost Ctr	Fund	Func. Area	Gran	Ref. Document	Description	Plan.Amt	Amt Posted	Amou
3100000006	0	310	P015	10101	20SKB	11BC0005	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000059	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000000	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000001	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000017	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	7.64-	0.00	
3100000026	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000027	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000057	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
3100000058	0	310	P015	10162	20SKB	11BD0006	GMNP	1	Ordinary deprec.	158.13-	0.00	
4700000025	0	470	P015	10161	20SKB	11BD0010	GMNP	1	Ordinary deprec.	42.17-	0.00	
4700000003	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000004	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000005	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000006	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000026	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000027	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000028	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000035	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000036	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	
4700000037	0	470	P018	10456	20NUA	11BC0007	GMNP	1	Ordinary deprec.	128.33-	0.00	

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